

# ANNUAL OFFICE INSURANCE BUDGET

Expense Planning & Tracking Template

Company Name:

Fiscal Year:

Prepared By:

TOTAL BUDGETED PREMIUM

TOTAL ACTUAL PREMIUM

TOTAL BUDGET VARIANCE

## Core Liability Insurance

General Liability

Professional Liability (E&O)

Directors & Officers (D&O)

Cyber Liability

## Property & Asset Protection

Commercial Property

Business Interruption

Inland Marine (Equipment)

## Personnel & Operations

Workers' Compensation

Employment Practices Liability (EPLI)

Commercial Auto Insurance

## Additional & Umbrella Policies

Commercial Umbrella /  
Excess Liability

Key Person Insurance

**TOTAL ANNUAL PREMIUM**

**Notes, Coverage Details & Adjustments**

Prepared By Signature Date

Authorized Approver Signature Date