Dealership IT Budget Template

A five-year technology plan for every store: PCs, network gear, licensing, security, phones and circuits, support, projects and contingency.

> **How to use it.** Fill in one plan per store, plus a group plan for shared lines. Count what each store owns, then date every line: purchase years, end-of-support dates and renewal months. Price the dates with quotes for what each store actually needs. Review the plan every year with the CFO and the outside CPA, and roll it forward so it always shows five years. **Put a date on every line before you put a dollar figure on it.**

The line guide

1 The store and the plan

- **1.1** Store or rooftop name, and the person who owns its plan.
- **1.2** The five plan years, starting with your next fiscal year.
- **1.3** The month you review the plan each year.
- **1.4** Who signs off, such as the CFO and the dealer principal, and your outside CPA's contact.

2 Computers by age

- **2.1** PCs and laptops by purchase year, counted per store.
- **2.2** Your refresh cycle in years, chosen by warranty and by how much work each machine carries.
- **2.3** The refresh year for each group, which is the purchase year plus the cycle.
- **2.4** Every machine still on Windows 10, and whether it can run Windows 11.
- **2.5** Shop diagnostic laptops on their own line, following the manufacturer's requirements.

3 Network equipment

- **3.1** Firewalls, switches and access points at each store, with model and location.
- **3.2** The maker's end-of-support date for each one.
- **3.3** The budget year, one year before that date.
- **3.4** Shop Wi-Fi and any backup internet equipment.

4 Licensing

- **4.1** Microsoft 365 seats by plan, and the month they renew.
- **4.2** Seats paid for, next to the people on payroll.
- **4.3** DMS-adjacent and department software, with each renewal date.
- **4.4** The notice period to cancel or change each one.

5 Security and compliance

- **5.1** Each security service, and when it renews.
- **5.2** The annual penetration test and the vulnerability assessments due every six months.
- **5.3** The cyber insurance renewal, and the controls its application asks for.

6 Phones and circuits

- **6.1** Internet circuits at each store, with contract end dates.
- **6.2** The phone system and phone service, with contract end dates.
- **6.3** Who reviews the telecom bills, and how often.

7 Support

- **7.1** Your managed IT plan or outside provider, and the term.
- **7.2** In-house IT pay and benefits, if you have IT staff.
- **7.3** Work billed outside the plan, such as projects or per-call charges.

8 Projects

- **8.1** Relocations, remodels and new rooftops, by year.
- **8.2** The IT to bring up to standard at any store you buy.
- **8.3** A DMS change, with training time and the equipment around it.

9 Contingency

- **9.1** A contingency amount for each year, and who can spend it.
- **9.2** What last year's contingency paid for.

The five-year plan

One page per store, plus one for the group's shared lines. Dates first, then amounts.

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1.1 Store _____ Plan owner _____ 1.3 Review month _____

Budget line	2027	2028	2029	2030	2031	Notes, quotes, owner
2.3 PCs and laptops						
2.4 Windows 10 machines						
2.5 Shop diagnostic laptops						
3.3 Network equipment						
3.4 Shop Wi-Fi and backup internet						
4.1 Microsoft 365						
4.3 Department software						
5.1 Security services						
5.2 Compliance testing						
5.3 Cyber insurance						
6.1 Internet circuits						
6.2 Phones						
7.1 Managed IT plan						
7.2 In-house IT						
7.3 Work outside the plan						
8.1 Projects						
9.1 Contingency						
Total for the year						

2 Computers by age

One row per purchase year. Refresh year = purchase year + cycle.

Purchase year (2.1)	Count	Cycle in years (2.2)	Refresh year (2.3)	On Windows 10 (2.4)

3 Network equipment

Budget year = one year before the maker's end-of-support date.

Device and model (3.1)	Location	End of support (3.2)	Budget year (3.3)

4 Licensing

Product or plan (4.1, 4.3)	Seats paid for	People on payroll (4.2)	Renewal month	Notice period (4.4)	Monthly amount

Worked example

One rooftop, filled in the way the template asks. Every cell comes from a date the store already has.

Budget line	2027	2028	2029	2030	2031
2.3 PCs and laptops	15 PCs	15 PCs	15 PCs	15 PCs	15 PCs
2.4 Windows 10 machines	Replace the last ones	365 Apps updates end October 10	None left	None left	None left
3.3 Network gear	Nothing due	Shop access points	Firewalls	Switches	Nothing due
4.1 Microsoft 365	Renew, recount seats	Renew, recount seats	Renew, recount seats	Renew, recount seats	Renew, recount seats
5.2 Compliance testing	Pen test, two scans	Pen test, two scans	Pen test, two scans	Pen test, two scans	Pen test, two scans
6.1 Phones and circuits	Nothing due	Circuit contract ends	Nothing due	Phone contract ends	Nothing due
7.1 Support	Managed IT plan	Managed IT plan	Managed IT plan	Managed IT plan	Managed IT plan
8.1 Projects	Nothing planned	Nothing planned	Service drive remodel	Nothing planned	Nothing planned
9.1 Contingency	Set aside	Set aside	Set aside	Set aside	Set aside

Worked example for one rooftop: 60 PCs bought in even groups on a four-year cycle, so 15 come due each year; the firewall's end-of-support date falls in 2030, so it is budgeted a year early; the circuit contract ends in 2028. Your dates will differ.

Bring your five-year plan to a complimentary assessment.
We'll go through what's in your stores today and what comes due next.
heliontechnologies.com/it-assessment/

Line 5.2 follows the FTC Safeguards Rule, 16 CFR 314.4(d)(2). This template is a planning aid, not tax, legal or accounting advice; ask your outside CPA how each purchase is treated. © 2026 Helion Technologies.