

Operating Expenses Analysis

Quarterly Report

Company Name:	Sample Company Ltd.	Report Period:	Q1 2024
Prepared By:	Finance Team	Date:	April 15, 2024

Summary of Operating Expenses

Expense Category	Q1 2024	Q4 2023	% Change
Salaries & Wages	\$120,000	\$115,000	+4.3%
Rent & Utilities	\$28,500	\$28,500	0.0%
Office Supplies	\$3,200	\$2,700	+18.5%
Marketing	\$7,400	\$5,500	+34.5%
Travel & Transportation	\$2,900	\$3,100	-6.5%
Total	\$162,000	\$154,800	+4.6%

Analysis & Comments

- Salaries & wages increased slightly due to annual raises and one additional hire in January.
- Marketing expenses saw a notable rise following the new product launch campaign in February.
- Travel & transportation costs declined as most meetings continued virtually.
- Office supplies expense increased, largely due to upgraded IT equipment.

Recommendations

- Monitor marketing expenses closely in the coming quarter to ensure ROI exceeds targets.
- Review supply procurement strategy for potential savings as volumes rise.

Important Notes

- This report provides a comparative analysis of operating expenses for efficient decision making.
- Ensure data accuracy by verifying figures with accounting records.
- Significant variances should be investigated and substantiated with proper explanations.
- Quarterly reviews help identify trends and control expenditures proactively.