

Category-Wise Expenditure Format

For the financial period: January 2024 - December 2024

S. No.	Category	Description	Amount (USD)
1	Salaries & Wages	Employee salaries, wages, and related benefits	32,500
2	Office Expenses	Rent, utilities, supplies, and office maintenance	9,300
3	Travel & Conveyance	Business travel, transportation, and allowances	4,200
4	Professional Fees	Consultancy charges, audit, and legal services	3,150
5	Marketing & Promotion	Advertising, promotions, and event sponsorships	2,100
Total Expenditure			51,250

Important Notes:

- Categorize each expense accurately to ensure proper financial tracking and reporting.
- Amount figures should be supported by valid documents and receipts.
- This format can be customized as per the organization's reporting requirements.
- Review and update the expenditure sheet regularly for effective financial management.
- Ensure the total is recalculated every time a change is made to any category.