

Operating Expenses Breakdown Sheet

Fiscal Year: 2024

Category	Description	Budgeted Amount	Actual Amount	Variance
Salaries & Wages	Employee salaries, wages, and bonuses	\$120,000	\$118,000	-\$2,000
Rent	Office, warehouse, or store rent	\$36,000	\$36,000	\$0
Utilities	Electricity, water, heating	\$9,000	\$8,700	-\$300
Office Supplies	Stationery, computers, other supplies	\$4,000	\$4,300	+\$300
Insurance	Property, liability, health insurance	\$7,500	\$7,500	\$0
Maintenance	Repairs and maintenance costs	\$3,500	\$3,200	-\$300
Travel & Transportation	Business travel, vehicle expense	\$5,000	\$4,800	-\$200
Marketing & Advertising	Promotions, ads, digital marketing	\$8,000	\$8,600	+\$600
Professional Fees	Accountants, legal, consultants	\$6,000	\$6,200	+\$200
Total		\$199,000	\$197,300	-\$1,700

Important Notes

- Maintain supporting documents for each expense category for transparency and audits.
- Review variances regularly to identify areas for potential cost savings.
- Update the breakdown sheet monthly or quarterly to ensure accuracy and accountability.
- Ensure all expenses are categorized consistently across reporting periods.