

Expense Category Monitoring Table

Category	Description	Budget (Monthly)	Actual (Month-to-Date)	Variance	Notes
Utilities	Electricity, water, gas, internet	\$400	\$380	\$20	Within budget
Office Supplies	Stationery and minor equipment	\$120	\$95	\$25	Saved on bulk purchase
Travel	Business transports and lodging	\$350	\$415	-\$65	Exceeded limit due to urgent travel
Meals & Entertainment	Official meetings and events	\$200	\$180	\$20	Normal spending
Maintenance	Repairs and servicing	\$150	\$90	\$60	No major issues

- Regularly update actual expenses to track and control overspending.
- Review variance values for early detection of unusual expense patterns.
- Provide clear notes whenever a category exceeds the set budget.
- Customize categories to fit your organization’s expense structure.
- This document should be reviewed and reconciled monthly for accuracy.