

Quarterly Expenditure Monitoring Sheet

#	Expense Category	Quarterly Expenditure				YTD Total	Budget	Variance	Remarks
		Q1	Q2	Q3	Q4				
1	Salaries & Wages	25,000	25,500	24,800	26,200	101,500	105,000	3,500	-
2	Office Supplies	2,450	2,220	2,180	2,520	9,370	10,000	630	-
3	Travel	1,200	2,000	980	1,150	5,330	7,000	1,670	Minimized due to online meetings
4	Training	1,100	2,600	2,500	2,200	8,400	10,000	1,600	Q2 increase for workshop
5	Utilities	950	1,050	1,200	1,180	4,380	5,000	620	-
6	Miscellaneous	700	820	750	810	3,080	4,000	920	-
Total						132,060	141,000	8,940	

Important Notes

- This sheet is used to monitor and compare actual expenses against allocated budget on a quarterly basis.
- Ensure all entries are supported by appropriate documentation and receipts.
- Regular review helps in early identification of budget variances and necessary corrective actions.
- Comments in the "Remarks" section provide context for major differences or significant expenditures.
- Maintain accuracy to support financial transparency and informed decision-making.