

Operating Expense Budget Worksheet

Company/Department: _____
Fiscal Year: _____
Prepared By: _____
Date: _____

Expense Category	Last Year Actual	Current Year Budget	Variance
I. Personnel Costs			
Salaries & Wages	_____	_____	_____
Employee Benefits	_____	_____	_____
II. Office & Administrative			
Office Supplies	_____	_____	_____
Utilities	_____	_____	_____
Communications (Phone/Internet)	_____	_____	_____
Rent/Lease	_____	_____	_____
III. Operations			
Maintenance & Repairs	_____	_____	_____
Travel & Transportation	_____	_____	_____
Insurance	_____	_____	_____
Professional Fees	_____	_____	_____
Training & Development	_____	_____	_____
Total Operating Expenses	_____	_____	_____

Important Notes:

- This worksheet provides a structured method to estimate, track, and compare annual operating expenses.
- Consistent and accurate data entry is crucial for effective expense management and budget planning.
- Review variances regularly to identify overspending or areas for cost saving.
- Customize categories to fit specific organizational or departmental needs.