

Automated Monthly Expense Report

Month: June 2024

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Department: Finance
Report Date: 30 June 2024

Expense Breakdown

Date	Category	Description	Amount (USD)
03/06/2024	Office Supplies	Stationery purchase	120.00
10/06/2024	Travel	Local transport	45.00
16/06/2024	Meals	Team lunch	90.50
21/06/2024	Software	Subscription renewal	300.00
27/06/2024	Utilities	Internet bill	60.00

Summary

Total Expenses	USD 615.50
Budget Allocated	USD 800.00
Balance	USD 184.50

Important Notes:

- Ensure all expense entries are supported by valid receipts and invoices.
- Review categories for accuracy and consistency each month.
- Keep this report for audit and compliance purposes.
- Automated reports rely on accurate data input; cross-check for manual errors.
- Adjust budgets quarterly to reflect changing business needs.