

Detailed Corporate Monthly Expense Statement

Company Name:
Acme Corporation
Month/Year:
May 2024
Prepared By:
Genevieve Smith (Finance Dept.)
Date Issued:
June 5, 2024

Expense Breakdown

Date	Account	Description	Reference #	Amount (USD)
2024-05-03	Rent & Utilities	Office space rent (Main HQ)	INV-102198	4,250.00
2024-05-05	Salaries	May payroll - administration staff	PAY-54501	14,500.00
2024-05-09	Office Supplies	Printer toner, paper, pens	ORD-330112	378.50
2024-05-13	Travel & Transport	Business meetings (city taxi fares)	TAX-6632	210.00
2024-05-16	Professional Services	Accounting advisor fees	PS-00941	970.00
2024-05-18	Marketing	Online campaign (May 2024)	MK-21211	1,150.00
2024-05-22	Utilities	Internet & phone	UTIL-7782	325.80
2024-05-27	Miscellaneous	Staff birthday celebration	MISC-4533	120.00
			Total Expenses:	21,904.30

Summary by Category

Category	Total Amount (USD)
Rent & Utilities	4,575.80
Salaries	14,500.00
Office Supplies	378.50
Travel & Transport	210.00
Professional Services	970.00
Marketing	1,150.00
Miscellaneous	120.00
Total Expenses:	21,904.30

Important Notes

- This statement summarizes all corporate expenses for the specified period; supporting documents should be retained for audit purposes.

- Ensure all entries are accurate, complete, and appropriately categorized.
- This document should be reviewed and approved by designated management personnel.
- Any discrepancies or unusual expenses should be clarified and documented immediately.