

# Annual Expense Summary Documentation

**Fiscal Year:** 2023

**Prepared by:** Finance Department

**Date Prepared:** January 15, 2024

## Expense Breakdown

Category	Description	Amount (USD)
Salaries & Wages	Employee compensation, bonuses, and benefits	500,000
Office Supplies	Stationery, printing, and office consumables	12,500
Utilities	Electricity, water, and telecommunications	18,700
Travel & Transportation	Business trips, transport, and lodging	27,300
Professional Services	Consulting, legal, and auditing services	33,800
Marketing & Advertising	Marketing campaigns and promotional materials	25,000
Training & Development	Workshops, seminars, and staff training	9,500
Other Expenses	Miscellaneous operational costs	8,200
<b>Total</b>		<b>634,000</b>

## Summary & Observations

The overall expenses for FY2023 align with projected budgets and were effectively managed across all categories. The largest portion of expenses remains in salaries & wages, while office supplies and miscellaneous operational costs were minimized compared to the previous year. The Finance Department recommends continuous monitoring and a periodic review of all expense categories.

## Important Notes

- This document provides a consolidated view of annual expenses for record-keeping and audit purposes.
- All figures are based on verified invoices and receipts; supporting documents are available upon request.
- This report should be reviewed by relevant department heads for accuracy and completeness.
- Annual expense summaries help in identifying cost-saving opportunities and informing future budget planning.