

Monthly Expense Summary Sheet

General Information

Month/Year: _____
Prepared By: _____
Department/Unit: _____

Expense Details

Category	Description	Amount (USD)	Date
Rent	Office Space Lease	1,200.00	01/06/2024
Utilities	Electricity, Water	300.00	03/06/2024
Travel	Business trip to client	450.00	14/06/2024
Supplies	Office Stationery	120.00	20/06/2024
Other	Online Subscriptions	80.00	27/06/2024
Total Monthly Expense		\$2,150.00	

Summary

Budget Allocated: \$2,500.00
Total Expenses: \$2,150.00
Variance (Over/Under Budget): \$350.00 Under Budget

Important Notes

- Attach receipts or supporting documents for all listed expenses.
- Ensure all amounts are accurately reported for the correct month.
- Review approval requirements before submitting to the finance department.
- Sections can be customized according to organizational needs.
- Keep a copy of the sheet for record-keeping and future reference.