

Operational Cost Projection Sheet

Company: XYZ Operations Ltd.

Period: January - December 2024

Cost Category	Monthly Estimate	Annual Projection	Notes
Salaries & Wages	\$25,000	\$300,000	Includes full-time and part-time staff
Office Rent	\$4,000	\$48,000	Downtown main office
Utilities	\$1,200	\$14,400	Electricity, water, internet
Equipment Maintenance	\$650	\$7,800	IT and office hardware support
Insurance	\$500	\$6,000	General liability and property
Office Supplies	\$400	\$4,800	Papers, pens, printer ink
Travel & Transportation	\$1,100	\$13,200	Client meetings, site visits
Miscellaneous	\$350	\$4,200	Contingency/other costs
Total	\$33,200	\$398,400	

Important Notes

- All projections are estimates and should be reviewed regularly against actual costs.
- Adjust categories as your business model or operations evolve.
- Document all assumptions used in creating this sheet for transparency.
- Consider inflation and future changes in costs where appropriate.
- Regular updates increase the accuracy of future cost planning and budgeting.