

Consolidated Expense Summary

Period: January 1, 2024 – March 31, 2024

Expense Category	January	February	March	Quarter Total
Payroll	\$12,000	\$12,500	\$11,800	\$36,300
Office Supplies	\$350	\$320	\$370	\$1,040
Travel	\$1,600	\$2,250	\$800	\$4,650
Utilities	\$800	\$820	\$790	\$2,410
Marketing	\$1,200	\$980	\$1,400	\$3,580
Total	\$15,950	\$16,870	\$15,160	\$47,980

- This summary consolidates individual expenses into major categories for easy quarterly review.
- All figures are documented in USD and based on actual incurred expenses.
- Use this table for budget comparison, forecasting, and management reporting.
- Consistent categorization is important for year-on-year or period-on-period analysis.
- Supporting documents should be retained for each expense entry for audit purposes.