

Year-End Expense Summary

Prepared for: ABC Corporation
Fiscal Year: 2023
Prepared by: John Doe, Accounting
Date: December 30, 2023

Expense Breakdown

Category	Description	Amount (USD)
Salaries & Wages	Employee compensation and benefits	120,000
Office Supplies	Stationery, equipment, materials	8,500
Utilities	Electricity, water, internet	5,700
Travel	Business trips, lodging, transportation	14,200
Marketing	Promotions, advertising, events	11,300
Professional Services	Consultants, legal, audits	9,600
Other Expenses	Miscellaneous	2,400

Summary

Total Expenses **\$171,700**

Important Notes

- All expenses listed should be supported by valid receipts or documentation.
- This summary aligns with the fiscal year reporting standards and company policies.
- Ensure that any outstanding reimbursements or corrections are settled before finalizing the report.
- Review all category totals for accuracy to facilitate year-end audits.
- This document serves as a key reference for financial planning in the upcoming year.