

Operational Expenditure Schedule

Organization / Project Name	[Enter Name]
Prepared By	[Prepared By]
Period Covered	[MM/YYYY - MM/YYYY]
Date Prepared	[DD/MM/YYYY]

Expenditure Breakdown

#	Expenditure Category	Description	Monthly Allocations	Annual Total
1	Staff Salaries	Monthly salary expenses	[Amount]	[Total]
2	Utilities	Electricity, Water, Internet, etc.	[Amount]	[Total]
3	Office Supplies	Paper, Stationery, etc.	[Amount]	[Total]
4	Maintenance	Repair & Servicing Expenses	[Amount]	[Total]
5	Other Expenses	[Specify]	[Amount]	[Total]
				Grand Total [Grand Total]

Important Notes

- This schedule outlines all regular operational expenses for the specified period.
- Ensure all categories are budgeted accurately based on past trends and expected needs.
- Review and update the expenditure schedule periodically to reflect changes.
- Attach supporting documents for major expenditure items if required.
- All figures must be approved by the relevant authority before implementation.