

Quarterly Expenditure Budget

Fiscal Year: 2024

Department / Category	Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)	Total Annual
Personnel	\$120,000	\$121,000	\$122,000	\$123,000	\$486,000
Office Supplies	\$7,500	\$7,800	\$8,000	\$7,200	\$30,500
Travel	\$9,200	\$10,150	\$8,750	\$10,600	\$38,700
Training & Development	\$4,500	\$4,700	\$4,200	\$4,600	\$18,000
Utilities	\$5,800	\$6,000	\$6,100	\$5,900	\$23,800
Other Expenses	\$3,000	\$2,500	\$2,800	\$3,200	\$11,500
Total	\$150,000	\$152,150	\$151,850	\$154,500	\$608,500

- The Quarterly Expenditure Budget provides planned allocations for major expense categories throughout the year.
- Accurate and timely tracking of actual expenditures against the budget is essential for effective financial management.
- This document supports resource planning and decision-making at departmental and organizational levels.
- Adjustments may be required quarterly to reflect changes in priorities or unforeseen needs.
- Ensure all projections are based on up-to-date information for reliable budgeting.