

Program Expense Breakdown Spreadsheet

Expense Category	Description	Amount (USD)
Salaries & Wages	Staff and consultant compensation	25,000
Materials & Supplies	Program materials, handouts, books	6,000
Travel	Transportation, accommodation, meals	3,000
Facility Rental	Venue costs for events and workshops	2,500
Marketing & Outreach	Advertising, promotions, printing	1,500
Other Expenses	Contingencies, miscellaneous costs	1,000
Total Program Expense		39,000

Important Notes

- Ensure all expense categories are clearly defined and justified.
- Receipts and documentation should be kept for all expenditures.
- Periodic reviews help identify discrepancies and maintain budget compliance.
- Program expense breakdowns support transparency for stakeholders and funders.
- Adjustments to the budget should be documented and approved as necessary.