

Expense Breakdown Chart

Annual Financial Report 2023

Organization: XYZ Nonprofit Inc.

Reporting Period: Jan 1, 2023 – Dec 31, 2023

Expense Breakdown

Category	Description	Amount (USD)	Percentage of Total
Salaries & Wages	Staff compensation, payroll taxes, benefits	250,000	50%
Program Supplies	Materials and equipment for operations	75,000	15%
Facility & Utilities	Rent, electricity, water, maintenance	50,000	10%
Professional Services	Consultants, legal, accounting, audit fees	30,000	6%
Marketing & Outreach	Advertising, event expenses, communication	40,000	8%
Travel & Training	Staff travel, professional development	20,000	4%
Miscellaneous	Insurance, bank fees, other	10,000	2%
Total Expenses		475,000	100%

Important Notes

- Expense categories should match standard accounting classifications for transparency.
- All amounts must be verified and supported by proper documentation.
- Percentages provide clarity on resource allocation priorities.
- Regular review and comparison to previous years helps identify spending trends.
- This chart is essential for stakeholders to assess financial management.