

Operational Expense Breakdown Document

1. Company Information

Company Name: Acme Solutions Ltd.

Prepared By: John Doe

Date: June 18, 2024

2. Purpose

This document provides a detailed breakdown of all operational expenses for the fiscal year 2024.

3. Expense Table

Category	Description	Monthly Cost (USD)	Annual Cost (USD)
Rent	Office space rental	3,000	36,000
Salaries & Wages	Employee compensation	20,000	240,000
Utilities	Electricity, water, internet	800	9,600
Office Supplies	Stationery and consumables	250	3,000
Maintenance	Equipment servicing	150	1,800
Insurance	Property & liability	500	6,000
Professional Fees	Consulting, legal, audit	1,000	12,000
Travel	Business trips, local transport	400	4,800
Total		26,100	313,200

4. Additional Notes

- All amounts are in U.S. Dollars (USD).
- Figures represent estimates for the 2024 fiscal year.
- Regular reviews are recommended for accuracy and updates.
- This document is for internal financial planning and analysis.

Important Notes

- Operational Expense Breakdown documents support transparency and cost control.
- Maintaining updated records helps in effective budgeting and audit compliance.
- Categorize expenses clearly to facilitate analysis and decision-making.
- Include supporting documents for verification when possible.