

# Monthly Expenditure Forecast Statement

**Month:** June 2024  
**Department/Unit:** Finance Department  
**Prepared By:** John Doe  
**Date:** 01/06/2024

S/N	Expenditure Head	Description	Estimated Amount (USD)	Remarks
1	Salaries & Wages	Monthly payment to staff	15,000	Expected on 28th
2	Utilities	Electricity, Water, Internet	2,500	Estimate based on past bills
3	Stationery	Office supplies	450	Quarterly restock
4	Maintenance	Office equipment servicing	1,000	Scheduled
5	Travel	Business trips	2,200	Planned visits
			<b>Total</b>	<b>21,150</b>

## Important Notes

- This statement is a projection and actual expenditures may vary.
- Each line item should be based on verifiable estimates or historical data.
- Supporting documents for estimates should be retained for reference and audit.
- A monthly review of actual vs. forecasted amounts is recommended for better planning.
- Updates must be documented and communicated to relevant stakeholders.