

# Departmental Expense Statement

For the period: January 1, 2024 - March 31, 2024

**Department:** Finance

**Prepared By:** John Doe

**Date Prepared:** 05-Apr-2024

**Ledger Code:** FIN-2024-03

## Expense Ledger Summary

Date	Expense Description	Ledger Ref.	Amount (USD)	Remarks
02-Jan-2024	Office Supplies	FS-0012	250.00	Stationery for Q1
25-Jan-2024	Travel Reimbursement	TR-0231	1,150.00	Manager's official trip
11-Feb-2024	IT Equipment	IT-0453	700.00	Laptop purchase
16-Mar-2024	Training Workshop	TR-0521	980.00	Staff skills session
28-Mar-2024	Miscellaneous	MS-0060	120.00	Courier charges
<b>Total: 3,200.00</b>				

### Important Notes:

- All expenses must be supported by proper documentation and authorization.
- This statement should be reviewed and approved by the department head.
- Ensure alignment of ledger references with the central accounting records.
- Report discrepancies or unclear entries to the finance department immediately.
- Retain this statement for audit and compliance purposes.