

Program Expenditure Tracking Spreadsheet

Program Details

Program Name	Community Health Outreach
Project Manager	Jane Smith
Reporting Period	January – March 2024

Expenditure Tracking Table

Date	Expense Description	Category	Vendor / Payee	Amount (USD)	Approved By	Notes
2024-01-08	Printing Brochures	Outreach Materials	ABC Print House	350.00	J. Smith	500 pcs, campaign kickoff
2024-01-22	Workshop Refreshments	Event Expenses	City Catering	220.00	L. Miller	20 participants
2024-02-13	Travel Stipends	Staff Travel	Field Team	190.00	J. Smith	Site visits
2024-03-03	First Aid Kits	Program Supplies	SafeCare Supplies	400.00	L. Miller	Distributed to outreach team
TOTAL				1,160.00		

Important Notes

- Ensure all expenditures are supported by valid receipts or invoices.
- Update the spreadsheet regularly to maintain accurate budget tracking.
- Obtain required approvals before committing to any expenses.
- Assign clear expense categories to facilitate reporting and auditing.
- Review totals periodically against program budget allocations.