

Detailed Expenditure Tracking Report

Report Overview

Report Period:	2024-01-01 to 2024-03-31
Project/Department:	Marketing Department
Prepared By:	Jane Doe
Date Prepared:	2024-04-10

Expenditure Breakdown

Date	Description	Category	Reference	Amount (USD)
2024-01-10	Advertising Campaign - Online Banners	Advertising	INV-00123	1,200.00
2024-01-17	Social Media Content Production	Content Creation	INV-00131	850.00
2024-02-05	Print Material Design	Design	INV-00158	400.00
2024-02-21	Event Sponsorship - Expo	Events	INV-00167	2,500.00
2024-03-15	Promotional Materials	Merchandise	INV-00202	620.00
Total Expenditure				5,570.00

Summary & Allocation

Category	Allocated Budget	Actual Spent	Difference
Advertising	2,000.00	1,200.00	+800.00
Content Creation	1,000.00	850.00	+150.00
Design	500.00	400.00	+100.00
Events	3,000.00	2,500.00	+500.00
Merchandise	1,000.00	620.00	+380.00

Important Notes

- This report summarizes and verifies all expenditures over the specified period.
- Each entry is linked to supporting documents and references for audit purposes.
- Regular tracking assists in maintaining budget discipline and early identification of overspending.
- Ensure all transactions are approved and accurately categorized.
- This document should be periodically reviewed and updated for accuracy.