

Departmental Expense Forecast Form

Department Name

Department Head/Manager

Fiscal Year

Prepared By

Date

Expense Forecast Table

Expense Category	Description	Q1 Estimate	Q2 Estimate	Q3 Estimate	Q4 Estimate	Total
e.g. Salaries						
Grand Total						

Additional Comments / Notes

Important Notes

- Ensure all estimates are as accurate as possible to aid budget planning.
- Supporting documentation should be attached for significant expenses.
- Regularly review and update forecasts based on actual expenditures.
- Consult with the finance department if unsure about any expense category.
- Approval from the department head is required before submission.

