

Itemized Expense Control Forecast Table

Expense Category	Item Description	Estimated Cost	Actual Cost	Variance	Notes
Personnel	Staff Salaries	\$12,000	\$12,500	\$500	Overtime payments included
Equipment	Laptops (4 units)	\$4,800	\$4,500	-\$300	Bulk purchase discount
Supplies	Office Stationery	\$1,200	\$1,000	-\$200	
Travel	Client Meetings	\$2,000	\$2,250	\$250	Additional trips scheduled
Software	Annual Licenses	\$3,000	\$3,000	\$0	
Total		\$23,000	\$23,250	\$250	

- This document provides a transparent overview of estimated and actual expenses for all major categories.
- Regularly updating the document helps identify trends, control costs, and ensure budget compliance.
- All variances should be analyzed and explained to improve future forecasting accuracy.
- Keep supporting documents for actual costs for audit and verification purposes.