

Multi-Period Expense Planning Format

Project/Department: _____

Prepared By: _____

Date: _____

| Expense Categories | Period 1 | | | Period 2 | | | Period 3 | | | Total |
|--------------------|----------|--------|----------|----------|--------|----------|----------|--------|----------|-------|
| | Planned | Actual | Variance | Planned | Actual | Variance | Planned | Actual | Variance | |
| Salaries & Wages | | | | | | | | | | |
| Equipment | | | | | | | | | | |
| Travel | | | | | | | | | | |
| Supplies | | | | | | | | | | |
| Utilities | | | | | | | | | | |
| Total | | | | | | | | | | |

Important Notes

- Ensure all expense categories relevant to your organization are included.
- Regularly update the actual expenses to monitor variances and take timely decisions.
- Use the variance columns to identify and investigate significant deviations.
- This format supports planning and tracking over multiple periods (monthly, quarterly, or yearly).
- Maintain supporting documents for all entries for accountability and transparency.