

# 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										
<b>Total</b>										

## 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.