

Rolling Forecast Expense Worksheet

Expense Overview

Category	YTD Actual	Forecast - Q1	Forecast - Q2	Forecast - Q3	Forecast - Q4	Total Forecast
Salaries & Wages	150,000	55,000	58,000	60,000	62,000	235,000
Office Supplies	8,000	2,000	2,200	2,100	2,000	8,300
Travel	12,000	4,000	4,500	5,000	4,800	18,300
Marketing	10,500	3,000	3,200	3,500	3,300	13,000
Utilities	4,200	1,000	1,100	1,050	1,000	4,150
Total Expenses	184,700	65,000	69,000	71,650	73,100	262,750

Important Notes

- Rolling forecasts are updated regularly (e.g., quarterly) to reflect the latest business conditions.
- Forecasts are based on both historical data and current trends; adjustments may be needed as market conditions change.
- This worksheet helps identify expense patterns and supports proactive cost management decisions.
- Accuracy improves with timely input from all relevant departments or cost centers.