

## Standard Expense Forecast Report

Report Period: January 2024 - December 2024

Prepared By: Finance Department

Date Generated: June 13, 2024

Department: Corporate

### Expense Forecast Summary

Expense Category	Q1	Q2	Q3	Q4	Annual Forecast	Notes
Salaries & Wages	\$120,000	\$120,000	\$125,000	\$125,000	\$490,000	Includes projected new hires
Office Supplies	\$8,000	\$8,500	\$8,000	\$7,500	\$32,000	Consistent with current trend
Utilities	\$6,500	\$7,200	\$7,500	\$7,300	\$28,500	Includes annual rate adjustment
Travel & Meetings	\$12,000	\$13,500	\$10,000	\$13,000	\$48,500	Major conferences in Q2, Q4
IT & Maintenance	\$9,000	\$9,000	\$10,000	\$9,000	\$37,000	Includes software upgrades
Other	\$2,500	\$2,500	\$2,500	\$2,500	\$10,000	Miscellaneous
<strong>Total</strong>	<strong>\$158,000</strong>	<strong>\$160,700</strong>	<strong>\$163,000</strong>	<strong>\$164,300</strong>	<strong>\$646,000</strong>	

### Important Notes

- All forecasts are based on best available data and current financial trends.
- Actual expenses may vary due to unforeseen operational or market changes.
- Review and update forecasts at least quarterly for accuracy.
- This report is for planning purposes and should not be considered as final.