

Departmental Expense Forecast Sheet

Department Information

Department Name	_____
Prepared By	_____
Period	_____
Date	_____

Expense Forecast

Expense Category	Projected Amount	Actual YTD	Variance
Salaries & Wages	_____	_____	_____
Supplies	_____	_____	_____
Equipment	_____	_____	_____
Travel	_____	_____	_____
Other (Specify)	_____	_____	_____
Total	_____	_____	_____

Prepared By _____

Approved By _____

Date _____

Important Notes

- This sheet is used for forecasting and monitoring departmental expenses for a specified period.
- Ensure all estimates are as accurate as possible based on available data.
- Explain any significant variances between projected and actual expenses in accompanying documentation if necessary.
- Have this document reviewed and approved by appropriate authorities.
- Retain this record for future reference and auditing purposes.

