

Quarterly Budget Planning Forecast Document

1. Overview

This document provides an outline of projected income and expenses for the upcoming quarter. The forecast aids in managing resources, identifying potential financial gaps, and supporting organizational decision-making.

2. Key Details

Department	Marketing
Quarter	Q3 2024
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Date	2024-06-15

3. Income Forecast

Source	Q1	Q2	Q3 (Forecast)
Product Sales	\$150,000	\$160,000	\$170,000
Service Contracts	\$40,000	\$45,000	\$43,000
Other Income	\$10,000	\$12,500	\$10,700
Total	\$200,000	\$217,500	\$223,700

4. Expense Projection

Category	Q1	Q2	Q3 (Forecast)
Staff Salaries	\$90,000	\$95,000	\$95,000
Advertising	\$22,000	\$18,000	\$24,000
Events & Promotions	\$8,000	\$12,000	\$9,500
Office Expenses	\$4,500	\$5,000	\$4,800
Other Costs	\$3,000	\$3,800	\$3,500
Total	\$127,500	\$133,800	\$136,800

5. Net Position (Forecast)

Quarter	Income	Expenses	Net
Q1	\$200,000	\$127,500	\$72,500
Q2	\$217,500	\$133,800	\$83,700
Q3 (Forecast)	\$223,700	\$136,800	\$86,900

6. Action Items

- Review and confirm all major expenses with department heads by 2024-06-25.
- Finalize expected income figures with sales team by 2024-07-01.
- Monitor actual performance monthly to adjust forecast if needed.

Important Notes:

- Quarterly Budget Planning Forecast Documents ensure resource allocation aligns with company goals.
- Accurate and updated financial data is critical for effective forecasting.
- Regular revision and review help adjust the forecast to real-time changes.
- This document supports strategic planning and informed decision-making for the quarter.