

Annual Expense Projection Summary

For Fiscal Year: 2025

Category	Planned Expense (USD)	Actual Expense (USD)	Variance (USD)	Notes
Salaries & Wages	120,000	118,500	-1,500	Hiring freeze in Q2
Office Supplies	8,000	7,300	-700	Lower-than-expected usage
Utilities	10,000	10,200	+200	Increased energy costs
Travel & Transportation	15,000	13,500	-1,500	Fewer business trips
Marketing & Promotion	20,000	19,000	-1,000	Event cancellation
Insurance	5,500	5,500	0	As projected
Miscellaneous	4,000	4,700	+700	Unexpected repairs
Total	182,500	178,700	-3,800	

Important Notes

- This summary is for internal planning and review purposes only.
- Actual expenses may vary depending on unforeseen factors and market conditions.
- Regular monitoring and updates to projections are recommended for accuracy.
- Justify significant variances in the 'Notes' section to aid in financial analysis.
- Ensure all expense categories pertinent to your organization are included.