

Comparative Expense Forecast Table

Expense Forecast Comparison (2023 vs 2024)

Expense Category	Actual 2023	Forecast 2024	Variance	Variance (%)	Notes
Salaries & Wages	\$225,000	\$240,000	\$15,000	6.7%	Planned increment for staff
Office Rent	\$48,000	\$48,000	\$0	0%	No change in lease agreement
Utilities	\$12,500	\$13,500	\$1,000	8.0%	Expected rise in utility rates
Travel & Training	\$6,000	\$8,000	\$2,000	33.3%	Additional staff workshops planned
Marketing	\$20,000	\$18,000	-\$2,000	-10.0%	Reduced ad campaign in Q2
Other Expenses	\$7,000	\$7,500	\$500	7.1%	Miscellaneous
Total	\$318,500	\$335,000	\$16,500	5.2%	

Important Notes:

- Comparative expense forecasts help in identifying trends, cost-saving opportunities, and justifying budget changes.
- All figures are estimated and may require adjustment as more information becomes available.
- Variance analysis highlights areas requiring attention or further explanation.
- Include clear notes for significant changes in each expense category.
- Accurate forecasts support better decision-making and resource allocation.