

Customizable Expense Forecast Spreadsheet

Expense Forecast: [Month/Quarter/Year]

Category	Description	Estimated Amount	Actual Amount	Variance	Notes
Rent/Lease	Office lease payment	\$2,000	\$2,000	\$0	Lease expires Dec 2024
Salaries & Wages	Monthly payroll	\$12,500	\$12,500	\$0	Includes benefits
Utilities	Electricity, water, internet	\$480	\$507	\$27	Higher usage in summer
Marketing	Ad campaigns & materials	\$1,200	\$950	-\$250	Reduced campaign this period
Software Subscriptions	Annual/Monthly SaaS costs	\$300	\$350	\$50	New tool added
Travel	Business trips	\$800	\$0	-\$800	Next trip scheduled for Q3
Other	Miscellaneous	\$200	\$100	-\$100	
Total		\$17,480	\$16,407	-\$1,073	

Important Notes

- Update estimated and actual amounts regularly to maintain accurate forecasts.
- Customize categories and descriptions to fit your organization's specific expenses.
- Variance analysis helps identify areas requiring cost control or review.
- Include detailed notes for transparency and future reference.
- This template is for planning purposes and should be updated with real figures as they become available.