

Departmental Expense Forecast Sheet

Department:
Marketing
Prepared by:
A. Smith
Forecast Period:
January - June 2024
Date Prepared:
2024-05-15
Reviewer:
J. Doe
Revision:
1.0

Expense Forecast Table

Expense Category	Estimated Amount (USD)	Notes
Salaries & Wages	120,000	Full-time and part-time staff salaries
Office Supplies	4,500	Stationery and consumables
Advertising	25,000	Online and print campaigns
Travel & Transport	7,200	Client meetings, trade shows
Training & Development	2,500	Workshops, online courses
Miscellaneous	1,300	Unexpected or ad hoc expenses
Total Estimated Expenses	160,500	

Important Notes

- This forecast is an estimate based on current departmental plans and available information.
- Actual expenses may vary due to unforeseen circumstances or changes in priorities.
- Department heads should review and update forecasts regularly for accuracy.
- Supporting documentation should be maintained for all estimated figures.
- Submit any needed adjustments to the finance office for budget reconciliation.