

Monthly Cost Analysis Forecast

Prepared For: ABC Corporation
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Date: June 1, 2024

1. Executive Summary

This document provides a forecast and analysis of the company’s expected monthly costs for the upcoming quarter, highlighting trends and key expense drivers.

2. Summary Table

Category	June 2024	July 2024	August 2024	3-Month Total
Salaries & Wages	\$50,000	\$52,500	\$52,500	\$155,000
Office Rent	\$10,000	\$10,000	\$10,000	\$30,000
Utilities	\$2,000	\$2,100	\$2,100	\$6,200
Marketing	\$5,000	\$6,000	\$6,000	\$17,000
Other Expenses	\$3,500	\$4,000	\$4,000	\$11,500
Total	\$70,500	\$74,600	\$74,600	\$219,700

3. Key Insights & Recommendations

- Salaries & wages represent the largest proportion of monthly costs; small forecasted increase in July reflects planned staffing.
- Utilities and marketing show an incremental rise in the next two months; monitoring is recommended.
- Overall, total monthly costs are forecasted to remain stable with minor fluctuations.

Important Notes:

- Cost forecasts rely on current assumptions; actual expenses may vary due to unforeseen events.
- This document should be reviewed and updated monthly to reflect changing business dynamics.
- Budget allocations in each category should align with organizational priorities and goals.
- Accurate documentation aids in financial decision-making and early identification of cost overruns.