

Standard Expense Forecast Report

Report Date: June 27, 2024
Prepared By: Jane Smith
Department: Finance
Forecast Period: July 2024 – December 2024

1. Executive Summary

This report provides a projected overview of departmental expenses for the forecast period. The objective is to support budget planning and resource allocation by identifying expected costs across recurring and non-recurring categories.

2. Expense Forecast Table

Expense Category	July	Aug	Sep	Oct	Nov	Dec	Total
Salaries & Wages	12,000	12,000	12,000	12,000	12,000	12,000	72,000
Utilities	800	800	800	850	850	900	5,000
Office Supplies	500	450	400	500	600	450	2,900
Travel & Training	0	1,500	0	2,000	0	0	3,500
Maintenance	300	300	300	400	350	350	2,000
Total Monthly	13,600	15,050	13,500	15,750	13,800	13,700	85,400

3. Notes & Assumptions

- Salaries are based on current staffing levels with no forecasted hiring or turnover.
- Utility costs include electricity, water, and internet; slight increases anticipated in Q4.
- Office supplies are estimated using historical monthly consumption rates.
- Travel & training expenses reflect scheduled conferences and workshops.
- Maintenance covers routine equipment servicing and minor repairs.

4. Important Notes

- This forecast is based on the best available data and current assumptions; figures are subject to revision as new information arises.
- Regular review of actual expenditures against forecasts is recommended to maintain budget accuracy.
- Ensure all significant planned projects or changes are communicated for accurate forecasting.
- Supporting documentation should be retained for future audit or analysis.