

Departmental Expense Forecast Sheet

Department Name:

Prepared By:

Period Covered:

Expense Forecast Table

Expense Category	Description	Estimated Amount	Remarks
Personnel	Salaries, Wages		
Supplies & Materials	Office Supplies		
Utilities	Electricity, Water, Internet		
Travel & Transportation	Business Travel		
Training & Development	Workshops, Seminars		
Other			
Total Estimated Expense			

Summary / Justification:

Important Notes

- All estimated figures should be based on realistic assumptions and recent expenditure trends.
- Ensure each expense category is filled accurately to help proper budget allocation.
- Attach supporting documents where necessary for substantial amounts.
- Review and update the forecast regularly as new information becomes available.
- This sheet aids in departmental financial planning and helps prevent overspending.