

Detailed Line-Item Expense Forecast

Project: Example New Office Setup | Fiscal Year: 2025

Expense Category	Description	Unit Cost	Quantity	Total Cost
Office Rent	Monthly rental for office space	\$2,500	12 months	\$30,000
Utilities	Electricity, internet, water	\$450	12 months	\$5,400
Furniture	Desks, chairs, filing cabinets	\$250	15 items	\$3,750
Computers & Equipment	Laptops and monitors for employees	\$900	10 units	\$9,000
Supplies	Stationery and office supplies	\$120	12 months	\$1,440
Insurance	Office liability and equipment insurance	\$200	12 months	\$2,400
Marketing	Digital and print advertising	\$750	6 campaigns	\$4,500
Professional Fees	Legal, accounting, consulting services	\$1,000	3 services	\$3,000
Salaries	Staff salaries (manager, admin)	\$3,500	12 months	\$42,000
Contingency	Unexpected expenses (5% buffer)			\$5,800
				Total Forecasted Expense \$107,290

Important Notes

- All expense estimates are based on current market rates and are subject to change.
- Quantities and unit costs should be reviewed and updated regularly as project needs evolve.
- Contingency funds are recommended to cover unforeseen expenses not specifically listed.
- This document should be approved by appropriate stakeholders before allocating funds.
- Accurate documentation supports accountability and financial planning.