

# Expense Forecast Overview

## Document Purpose

This document provides an overview of the projected expenses for the upcoming fiscal period. It is intended to assist decision-makers in budget planning, financial management, and resource allocation.

## Summary of Expenses

Category	Q1 Forecast	Q2 Forecast	Q3 Forecast	Q4 Forecast	Annual Total
Personnel	\$45,000	\$46,000	\$47,000	\$46,500	\$184,500
Operations	\$12,500	\$12,300	\$12,600	\$12,800	\$50,200
Marketing	\$8,000	\$8,500	\$9,000	\$8,700	\$34,200
Technology	\$6,500	\$6,700	\$6,900	\$7,100	\$27,200
Miscellaneous	\$2,100	\$2,200	\$2,300	\$2,200	\$8,800
Total	\$74,100	\$75,700	\$77,800	\$77,300	\$304,900

## Key Assumptions

- Personnel growth aligns with projected headcount and standard salary increments.
- Operations costs remain stable, with minor inflation adjustments.
- Marketing activities ramp up in Q2 and Q3 for campaign launches.
- Technology expenses include routine upgrades and software licenses.
- Miscellaneous covers unforeseen and infrequent expenditures.

## Revision & Approval

- Initial Draft: June 2024
- Prepared By: Finance Department
- To Be Reviewed By: CFO and Department Heads

## Important Notes

- Expense forecasts are based on current data and may change due to unforeseen circumstances.
- Regular review and updates are recommended to ensure accuracy.
- This document is for internal planning purposes only.
- Major deviations from the forecast should be reported and explained.
- Ensure all assumptions are documented for transparency and future reference.

