

# Monthly Expense Forecast Report

**Month:** June 2024  
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**Date:** 05 June 2024

## Expense Breakdown

Category	Description	Forecasted Amount (\$)
Rent	Office & utilities	4,000
Salaries	Staff monthly wages	12,500
Marketing	Online advertising	2,100
Travel	Client visits & transport	850
Office Supplies	Stationery & printing	340
Miscellaneous	Unexpected or minor costs	310
Total Forecasted Expense		\$20,100

## Important Notes

- This report is based on projected estimates; actual expenses may vary.
- Regularly reviewing and updating the forecast ensures better financial control.
- Unplanned expenses should be monitored and included in future forecasts.
- Use this document for planning only; do not treat it as an actual expense record.