

Operating Expense Forecast Template

Company Name: _____

Fiscal Year: _____

Expense Category	Q1	Q2	Q3	Q4	Total
Salaries & Wages	_____	_____	_____	_____	_____
Rent & Utilities	_____	_____	_____	_____	_____
Office Supplies	_____	_____	_____	_____	_____
Marketing & Advertising	_____	_____	_____	_____	_____
Travel & Entertainment	_____	_____	_____	_____	_____
Insurance	_____	_____	_____	_____	_____
Professional Services	_____	_____	_____	_____	_____
Other Expenses	_____	_____	_____	_____	_____
Total Operating Expenses	_____	_____	_____	_____	_____

Important Notes:

- All amounts should be estimated as accurately as possible based on past data and future projections.
- Review and update this forecast regularly as new information becomes available.
- Include only operating expenses; exclude capital expenditures and financing costs.
- Detailed supporting schedules can help justify and explain significant changes in expense categories.
- This document is for internal financial planning and decision-making purposes.