

Departmental Expense Forecast Document

Department: Finance

Prepared By: Jordan Smith

Period: Q3 2024

Date: 2024-06-18

Expense Forecast Summary

Category	Forecasted Amount (\$)	Actual (to date) (\$)	Variance (\$)	Notes
Salaries & Wages	85,000	56,256	+1,000	Includes one new hire
Office Supplies	4,800	2,120	-130	Bulk order in July
Travel & Training	15,000	10,350	+900	Conference costs
Utilities	6,000	4,500	0	
IT/Technology	11,200	8,750	-250	Software renewal in August
Total	122,000	81,976	+1,520	

Key Assumptions

- No additional major projects anticipated during Q3.
- Travel expenses include planned annual conferences.
- Expected stable utility rates.

Important Notes

- This document provides estimates based on current information and historical trends.
- Regularly reviewing and updating forecasts ensures financial accuracy.
- Any significant unexpected expenses should be promptly reported and documented.
- Keep supporting documents and receipts for all forecasted expenses.