

Operating Expense Forecast Template

Company/Project:

Sample Company Name

Forecast Period:

January 2025 - December 2025

Operating Expense Forecast

Expense Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Salaries & Wages	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	96,000
Rent	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000
Utilities	600	600	600	600	600	650	700	700	650	600	600	600	7,400
Office Supplies	350	250	300	350	280	320	310	280	250	300	270	310	3,570
Insurance	500	0	0	0	0	0	0	500	0	0	0	0	1,000
Marketing & Advertising	600	800	800	1,200	1,000	900	850	900	700	650	800	1,000	10,200
Total	12,050	11,650	11,700	12,150	11,880	11,870	11,860	12,380	11,600	11,550	11,670	11,910	142,170

Important Notes

- This document is a forecast and should be updated regularly as new information becomes available.
- Include all recurring and expected operating expenses for the most accurate budgeting.
- Review historical data to refine estimates and avoid missing expenses.
- Consult with relevant department heads or stakeholders for accuracy.
- This forecast does not include capital expenditures or non-operating expenses.