

Annual Departmental Expense Forecast Template

Department Information

Department Name:	Marketing
Manager:	Jane Smith
Fiscal Year:	2024
Date Prepared:	2024-05-15

Expense Forecast

Expense Category	Q1	Q2	Q3	Q4	Total
Salaries & Wages	50,000	50,000	50,000	50,000	200,000
Office Supplies	3,000	3,000	3,500	3,000	12,500
Advertising	10,000	15,000	13,000	12,000	50,000
Travel	4,000	5,000	6,000	4,000	19,000
Training	2,000	2,500	2,000	2,500	9,000
Other	1,000	1,500	1,200	1,000	4,700
Total	70,000	77,000	75,700	72,500	295,200

Prepared By

Name:	Jane Smith
Position:	Department Manager

Important Notes

- This forecast is based on current estimates and may be adjusted as new information becomes available.
- All projected expenses should be reviewed and approved by upper management before implementation.
- Regular monitoring of actual expenses against forecasted values helps control overspending.
- Documentation should be kept for major assumptions and significant variances explained.