

Department Operating Expense Forecast Sheet

Department Name:

Marketing

Prepared By:

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Period:

Q3 2024

Date Prepared:

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Forecasted Operating Expenses

Expense Category	Description	Forecasted Amount (\$)	Notes
Salaries and Wages	Team salaries, wages, and overtime	50,000	Includes 2 new hires
Advertising	Online ads and print media	12,000	Seasonal campaigns
Office Supplies	Stationery, equipment, and consumables	2,500	
Travel	Business trips, local transportation	3,400	Conferences & client meetings
Training & Development	Workshops and courses	1,800	
Miscellaneous	Unexpected or minor costs	1,200	Buffer
		70,900	Total

Important Notes:

- Forecast figures are estimates and should be reviewed periodically for accuracy.
- Provide clear supporting documentation for all major expense assumptions.
- Adjustments to the forecast must be documented and approved by department management.
- Include adequate provision for unforeseen expenses to avoid budget shortfalls.