

Monthly Expense Forecast Document

Department: Marketing

Prepared By: Jane Doe
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Expense Forecast Table

Expense Category	Description	Forecasted Amount (USD)
Advertising	Online ads, print media, promotional campaigns	3,500
Events	Tradeshows, sponsorships, hospitality	1,800
Supplies	Office and marketing materials	670
Travel	Client meetings, conferences, site visits	950
Training	Workshops and seminars for team	400
Total Forecasted Expenses		7,320

Important Notes

- All forecasts are estimates based on historical data and planned activities for the month.
- Departments should update actual expenses regularly for comparison against forecasts.
- Unexpected or one-time costs should be flagged and explained separately.
- Regular review of this document helps identify areas for cost optimization.
- Ensure that the data is accurate and submitted according to internal deadlines for budgeting purposes.