

Rolling Forecast Template — Departmental Expenses

Department: _____

Prepared by: _____ | Date: _____

Expense Category	Year-to-Date Actual	Q1 Forecast	Q2 Forecast	Q3 Forecast	Q4 Forecast	Full Year Forecast	Prior Forecast	Variance	Notes
Salaries & Wages									
Training & Development									
Office Supplies									
Travel & Entertainment									
IT & Communication									
Other Expenses									
Total									

Important Notes:

- Rolling forecasts are updated regularly to reflect actual performance and business changes.
- Variance columns help identify differences between current and prior forecasts.
- Provide clear assumptions and explanations for significant changes in forecast figures.
- Collaboration with department heads is essential for accuracy and ownership.
- Ensure data consistency by using the latest available actuals and adjusting projections accordingly.