

# Personal Expense Statement

Name: Alex Johnson  
Month: June 2024  
Prepared on: 15 June 2024

## Expense Details

Date	Description	Category	Amount (USD)
2024-06-01	Groceries at Market	Food	120.00
2024-06-03	Electricity Bill	Utilities	65.50
2024-06-08	Bus Subscription	Transport	30.00
2024-06-10	Dinner with Friends	Leisure	45.25
2024-06-11	Mobile Recharge	Utilities	20.00
<strong>Total</strong>			<strong>280.75</strong>

## Important Notes

- This type of document summarizes individual spending over a set period.
- All entries should be supported by relevant receipts or proofs of payment.
- Regularly tracking personal expenses can help in better budgeting and financial planning.
- Categorizing expenses aids in analyzing spending patterns and identifying areas to optimize.
- Statements should be kept for future reference or tax purposes, if required.