

# Operating Expenses Report

ABC Corporation  
Report Period: 01/01/2024 - 31/03/2024  
Prepared by: John Doe  
Date: 04/03/2024

## Summary

Total Operating Expenses	\$58,400.00
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## Detailed Expenses

Date	Category	Description	Amount (USD)
01/10/2024	Salaries & Wages	Monthly payroll	\$28,500.00
01/12/2024	Rent	Office rent for January	\$6,000.00
01/14/2024	Utilities	Electricity and water	\$1,500.00
02/01/2024	Office Supplies	Stationery and printing	\$700.00
02/15/2024	Travel & Transportation	Local travel reimbursement	\$2,300.00
02/20/2024	Maintenance	Equipment servicing	\$800.00
03/10/2024	Insurance	Office insurance premium	\$1,400.00
03/18/2024	Marketing	Advertising expenses	\$2,400.00
03/25/2024	Miscellaneous	Other office expenses	\$3,800.00
Grand Total			\$58,400.00

## Important Notes

- Ensure all expenses are supported by valid invoices or receipts.
- Review expense categories regularly to maintain accurate allocations.
- Operating expenses exclude capital expenditures and non-operational costs.
- Consistency in reporting periods is essential for meaningful analysis.
- Report should be reviewed and approved by authorized personnel.