

Standard Operating Expense Statement

Organization:

Period Ending:

Expense Category	Budgeted Amount	Actual Amount	Variance	Notes
Salaries & Wages				
Benefits				
Office Supplies				
Utilities				
Rent				
Repairs & Maintenance				
Insurance				
Travel & Entertainment				
Marketing & Advertising				
Professional Fees				
Depreciation				
Other Expenses				
Total Operating Expenses				

Prepared by:

Date:
