**Annual Expense Report Template**

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| --- | --- | --- | --- | --- | --- | --- |
| Name | Title | Report Term | Employee Id | Supervisor | Department | Signature |
| Robert D. | Sales Coordinator | XX/XX/XX – XX/XX/XX | 15687 | Eve W. | Sales |  |

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| --- | --- | --- | --- | --- | --- |
|  | ------ Quarter 1 ------ | ------ Quarter 2 ------ | ------ Quarter 3 ------ | ------ Quarter 4 ------ |  |
| **Expense Category** | **JAN** | **FEB** | **MAR** | **APR** | **MAY** | **JUN** | **JUL** | **AUG** | **SEP** | **OCT** | **NOV** | **DEC** | **YTD TOTAL** |
| **$2,685** | **$2,636** | **$3,114** |  |  |  |  |  |  |  |  |  | **$8,435** |
| **Housing** |
| Rent / Mortgage | $1,200 | $1,200 | $1,200 |  |  |  |  |  |  |  |  |  | **$3,600** |
| Property Taxes | $150 | $150 | $150 |  |  |  |  |  |  |  |  |  | **$450** |
| School Taxes | $200 | $200 | $200 |  |  |  |  |  |  |  |  |  | **$600** |
| Renter / Home Insurance | $150 | $150 | $150 |  |  |  |  |  |  |  |  |  | **$450** |
| **Utilities** |
| Home Phone | $100 | $100 | $100 |  |  |  |  |  |  |  |  |  | **$300** |
| Cable | $135 | $135 | $135 |  |  |  |  |  |  |  |  |  | **$405** |
| Internet |  |  | $30 |  |  |  |  |  |  |  |  |  | **$30** |
| Power |  |  | $50 |  |  |  |  |  |  |  |  |  | **$50** |
| Gas |  |  | $100 |  |  |  |  |  |  |  |  |  | **$100** |
| Water |  |  | $65 |  |  |  |  |  |  |  |  |  | **$65** |
| Sewage |  |  | $34 |  |  |  |  |  |  |  |  |  | **$34** |
|   |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Personal** |
| Cell Phone |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Health Insurance |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Personal Care |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Gym Membership |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Food** |
| Groceries | $250 | $276 | $250 |  |  |  |  |  |  |  |  |  | **$776** |
| Restaurants | $500 | $425 | $500 |  |  |  |  |  |  |  |  |  | **$1,425** |
| **Transportation** |
| Fuel |  |  | $150 |  |  |  |  |  |  |  |  |  | **$150** |
| Lease / Car Payment |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Parking |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Insurance |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Maintenance |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Transit Pass |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Other** |
| Charitable Donations |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Events |  |  |  |  |  |  |  |  |  |  |  |  |  |

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