

[COMPANY'S LOGO]

[COMPANY'S NAME]

[COMPLETE ADDRESS]

[CONTACT NUMBER] / [FAX NUMBER]

[WEBSITE ADDRESS] / [EMAIL ADDRESS]

MONTHLY

EXPENSE REPORT

[COMPANY'S NAME]

[COMPLETE ADDRESS]

[CONTACT NUMBER] / [FAX NUMBER]

[WEBSITE ADDRESS] / [EMAIL ADDRESS]

PREPARED FOR:

[NAME]

[TITLE]

[CONTACT NUMBER]

[EMAIL ADDRESS]

PREPARED BY:

[NAME]

[TITLE]

[CONTACT NUMBER]

[EMAIL ADDRESS]

[DATE]

[CONTACT'S NAME]

[TITLE]

[COMPLETE ADDRESS]

Dear [Mr./Ms./Mrs.] [CONTACT'S SURNAME],

Good day!

As required by Company Policy, this letter along with the attached documents herein contain the entire Monthly Expense Report for the month of [MONTH] in [YEAR]. It is recommended that such report be kept in file for future purposes particularly in the calculation of the Yearly Expense Report which shall be submitted on the final month of this fiscal year.

Should you have any inquiries or concerns regarding on the content of this report, please feel free to contact me anytime from [DAY] to [DAY] from [TIME] to [TIME].

Thank you.

Respectfully yours,

[NAME]

[TITLE]

[CONTACT NUMBER]

[EMAIL ADDRESS]

Attached: [SPECIFY]

EXECUTIVE SUMMARY

[COMPANY'S NAME] is an organized corporation currently existing under the laws of the [STATE/PROVINCE] of [SPECIFY STATE/PROVINCE]. Its head office is located in [COMPLETE ADDRESS].

Its owner, [OWNER'S NAME] is a graduate from the [UNIVERSITY'S NAME] with a degree in [SPECIFY DEGREE]. Following their time in working in [PREVIOUS COMPANY'S NAME], the Owner was able to attain enough capital to jump start their own company, [COMPANY'S NAME] which was established in [YEAR].

[COMPANY'S NAME] specializes in providing its customers and clients with [SPECIFY PRODUCTS or SERVICES] that are not only high in quality but also relatively cost efficient and provides several options for easy payment. Due to the Company's dedication in ensuring that their customer gets the best product and service, it has since gained consistent positive reviews from several of its customers and clients as well as its own employees. Upon its establishment, the Company started out with [NUMBER] employees but has since expanded into [NUMBER] employees as of this year.

TABLE OF CONTENTS

COVER LETTER	PAGE
TITLE PAGE	PAGE
EXECUTIVE SUMMARY	PAGE
TABLE OF CONTENTS	PAGE
INTRODUCTION	PAGE
MONTHLY EXPENSE REPORT	PAGE
CONCLUSIONS and RECOMMENDATIONS	PAGE
REFERENCES	PAGE

1. INTRODUCTION

[COMPANY'S NAME] is an organized corporation that currently sells the following products and services:

Products or Services	Cost
[SPECIFY PRODUCT OR SERVICE]	₹[AMOUNT]
[SPECIFY PRODUCT OR SERVICE]	₹[AMOUNT]
[SPECIFY PRODUCT OR SERVICE]	₹[AMOUNT]
[SPECIFY PRODUCT OR SERVICE]	₹[AMOUNT]
[SPECIFY PRODUCT OR SERVICE]	₹[AMOUNT]
[SPECIFY PRODUCT OR SERVICE]	₹[AMOUNT]
[SPECIFY PRODUCT OR SERVICE]	₹[AMOUNT]
[SPECIFY PRODUCT OR SERVICE]	₹[AMOUNT]
[SPECIFY PRODUCT OR SERVICE]	₹[AMOUNT]
[SPECIFY PRODUCT OR SERVICE]	₹[AMOUNT]

(Such products and services listed above may be subject for change upon the next fiscal year)

Upon the beginning of the fiscal year, the Company has since launched a new series of products and services, specially the "[SPECIFY PRODUCT'S NAME]" which contains the following features and services:

- [SPECIFY];
- [SPECIFY];
- [SPECIFY];
- [SPECIFY]; and
- [SPECIFY]

Upon its first week of release into the market, the Company was able to sell a total of [NUMBER] units which more or less is equivalent to ₹[AMOUNT] in profit and by the end of the month, the Company was able to gain ₹[AMOUNT] in profits.

However, this report will focus on the monthly expenses that the Company has incurred for the month of [SPECIFY MONTH]. Since there had been no major projects going on in this month, it can be assumed that the following report in the next section are the average amount of expenses incurred during normal business operations.

EXPENSE REPORT FOR THE MONTH OF [SPECIFY MONTH]

[COMPANY'S LOGO]

[COMPANY'S NAME]

Prepared by: [NAME]

Department: [SPECIFY]

Position: [SPECIFY]

Manager: [SPECIFY]

Purpose: Monthly Expense Requirements

Start Date: [SPECIFY]

End Date: [SPECIFY]

Approved by: [NAME]

Payroll Period: [DATE] to [DATE]

[illegible]

[DATE]	[SPECIFY]	[SPECIFY]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]
[DATE]	[SPECIFY]	[SPECIFY]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]
[DATE]	[SPECIFY]	[SPECIFY]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]
[DATE]	[SPECIFY]	[SPECIFY]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]
[DATE]	[SPECIFY]	[SPECIFY]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]
[DATE]	[SPECIFY]	[SPECIFY]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]
[DATE]	[SPECIFY]	[SPECIFY]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]
[DATE]	[SPECIFY]	[SPECIFY]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]	₹[AMOUNT]
Notes: Approved: [AUTHORIZED SIGNATURE] [NAME] [TITLE]								Subtotal: ₹[AMOUNT] Advances: ₹[AMOUNT] Total: ₹[AMOUNT]		

3. CONCLUSIONS AND RECOMMENDATIONS

Based on the findings stipulated in the aforementioned report, it can be concluded that the monthly expense report for the month of [SPECIFY MONTH] is adequate and that no problems have been cited so far.

It is recommended that the Company keep this report in file for any and all future expense reports, particularly the yearly expense report which will be done by the end of the fiscal year.

4. REFERENCES

Based on the reports and other information incorporated herein, the following sources serve as references upon the formulation of this report:

- [SPECIFY]
- [SPECIFY];
- [SPECIFY];
- [SPECIFY]; and
- [SPECIFY];