**[A picture containing text

Description automatically generated](https://www.smartsheet.com/try-it?trp=8739&utm_source=integrated-content&utm_campaign=/free-expense-report-templates&utm_medium=Annual+Expense+Report+doc+8739&lpa=Annual+Expense+Report+doc+8739)ANNUAL EXPENSE REPORT TEMPLATE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| NAME | TITLE | REPORT TERM | EMPLOYEE ID | SUPERVISOR | DEPARTMENT | SIGNATURE |
| Robert D. | Sales Coordinator | XX/XX/XX – XX/XX/XX | 15687 | Eve W. | Sales |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | ------ 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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