

Monthly Expense Report

Reporting Period: June 1, 2024 - June 30, 2024

Organization: ABC Helping Hands Foundation

Summary

The **monthly expense report** for nonprofit organizations provides a detailed overview of all expenditures made within the month, ensuring transparency and accountability. It helps track spending against the budget, facilitating better financial planning and resource allocation. This report is essential for maintaining donor trust and meeting regulatory requirements.

Expense Breakdown

Date	Expense Category	Description	Amount (USD)
2024-06-03	Program Supplies	Purchase of food items for outreach program	\$340.00
2024-06-07	Utilities	Electricity and water bills for community center	\$120.50
2024-06-12	Transportation	Fuel and vehicle maintenance	\$75.00
2024-06-18	Administrative	Office supplies (paper, ink, etc.)	\$58.75
2024-06-22	Staff Stipends	Monthly stipend for volunteers	\$500.00
2024-06-27	Fundraising Event	Venue and refreshments for fundraiser	\$320.00
Subtotal			\$1,114.25

Budget Comparison

Budget Category	Budgeted Amount	Actual Spent	Variance
Program Supplies	\$400.00	\$340.00	\$60.00
Utilities	\$150.00	\$120.50	\$29.50
Transportation	\$100.00	\$75.00	\$25.00
Administrative	\$70.00	\$58.75	\$11.25
Staff Stipends	\$500.00	\$500.00	\$0.00
Fundraising Event	\$350.00	\$320.00	\$30.00
Total	\$1,570.00	\$1,114.25	\$455.75

Notes

- All receipts and supporting documentation are available upon request.
- Variance in total is due to decreased attendance at this month's fundraising event, resulting in lower expenditure.
- Prepared by: Jane Doe, Finance Manager
- Date of Report Preparation: July 2, 2024