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EXPENSE SHEET FORMAT - VERSION 2

Monthly Expense Tracker

Best for tracking budget vs actual monthly expenses across categories and departments.

Business Name		**Expense Period**	
GSTIN		**Prepared By**	
Address		**Approved By**	

Date	Department	Category	Vendor	Bill No.	Budgeted Amount	Actual Amount	Variance	Payment Mode	Status	Remarks
01-Jun-2026	Admin	Rent	Office Landlord	RENT-06	₹25,000.00	₹25,000.00	₹0.00	Bank	Paid	
05-Jun-2026	Sales	Marketing	Digital Ads	ADS-06	₹15,000.00	₹18,200.00	₹3,200.00	Card	Paid	Above budget
10-Jun-2026	Operations	Courier	FastShip	CR-100	₹8,000.00	₹6,200.00	₹-1,800.00	UPI	Paid	
Total Actual Expense						**₹49,400.00**				

Prepared By		**Approved By**	
Name / Signature		Name / Signature	