**Expense Tracking Report**

**Green Leaf Medical Delivery Business**

**Expense Report Overview**

This report tracks actual expenditures against budgeted costs to ensure financial control.

**Monthly Expense Tracking**

| **Category** | **Budgeted ($)** | **Actual ($)** | **Variance ($)** | **Notes** |
| --- | --- | --- | --- | --- |
| Technology & IT | $50,000 | $52,000 | -$2,000 | Extra security features |
| Fleet & Logistics | $120,000 | $115,000 | +$5,000 | Fuel savings |
| Staffing & Salaries | $200,000 | $198,000 | +$2,000 | Recruitment savings |
| Legal & Compliance | $30,000 | $32,000 | -$2,000 | Additional fees |
| Marketing & Branding | $40,000 | $38,500 | +$1,500 | Cost-efficient strategy |
| Office & Operations | $25,000 | $25,000 | $0 | On track |
| Contingency Reserve | $46,500 | $10,000 | +$36,500 | Reserved for future needs |
| **Total** | **$511,500** | **$470,500** | **+$41,000** | Costs under budget |