

# ANNUAL PAYROLL EXPENSE SUMMARY LEDGER

COMPANY NAME

FISCAL YEAR

DATE PREPARED

PREPARED BY

MONTH	GROSS WAGES / SALARIES	OVERTIME PAY	BONUSES & COMMISSIONS	EMPLOYER PAID TAXES			EMPLOYER PAID BENEFITS		TOTAL PAYROLL EXPENSE
				FICA	FUTA	SUTA	HEALTH INS.	RETIREMENT	
January									
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
<b>TOTAL</b>									

PREPARED BY (SIGNATURE / DATE)

REVIEWED BY (SIGNATURE / DATE)

APPROVED BY (SIGNATURE / DATE)

