

OFFICE UTILITY SPENDING BREAKDOWN TEMPLATE

Billing Period: _____

Office Location: _____

Prepared By: _____

TOTAL BUDGETED

TOTAL ACTUAL SPENT

TOTAL VARIANCE

UTILITY CATEGORY	ACCOUNT NUMBER	BUDGETED (\$)	ACTUAL (\$)	VARIANCE (\$)	DUE DATE	STATUS
Electricity						
Water & Sewer						
Gas / Heating						
Internet / Fiber Optic						
Telephone / Landlines						
Waste Disposal & Recycling						
Janitorial Services (Utility Portion)						
Total Utilities						

PREPARED BY (SIGNATURE)

APPROVED BY (SIGNATURE)