

License Audit – Executive Summary

October 18, 2026

ANNUAL LICENSE SPEND

\$242,268

663 paid seats

IDENTIFIED WASTE / YEAR

\$41,940

17.3% of annual spend

ACT NOW / YEAR

\$21,456

Disabled accounts & unassigned seats

NEEDS REVIEW / YEAR

\$20,484

Inactive, service, guest & Copilot

WHERE THE WASTE IS (ANNUAL)

Unassigned seats		\$16,476
Inactive users		\$13,908
Disabled accounts		\$4,980
Low-usage Copilot		\$3,600
Service accounts		\$2,340
Guest users		\$636

Act now Needs review

LICENSE HEALTH



Seat utilization

613 of 663 paid seats assigned 14 of 26 at 50+ prompts · 8 too new
\$492 per user / year · 492 staff accounts



Copilot adoption

9

Users on Litigation Hold

Mailbox contents preserved for legal or compliance reasons

TOP LICENSES BY ANNUAL SPEND · UTILIZATION

Microsoft 365 E3 (unified)		\$170,352 · 97%
Microsoft 365 E5 (unified)		\$30,240 · 79%
Microsoft 365 F3		\$12,840 · 94%
Microsoft 365 Copilot		\$12,240 · 100%
Power BI Pro		\$6,384 · 82%

TOP ACTIONS

- 1 Reduce unassigned seats at renewal**
\$16,476 / year · 50 seat(s) ACT NOW
- 2 Confirm and reclaim inactive users' licenses**
\$13,908 / year · 39 license(s) NEEDS REVIEW
- 3 Reclaim licenses from disabled accounts**
\$4,980 / year · 17 license(s) ACT NOW