

Quarterly Budget Tracking Document

Report Details

Department/Team	Marketing
Quarter	Q2 2024
Prepared By	Jane Doe
Date	2024-06-29

Budget Summary

Category	Allocated	Spent	Remaining	Notes
Salaries	\$45,000	\$43,800	\$1,200	On track
Advertising	\$20,000	\$16,500	\$3,500	Under budget
Events	\$10,000	\$10,500	-\$500	Over budget
Software & Tools	\$5,500	\$4,900	\$600	Renewals next quarter
Miscellaneous	\$2,000	\$1,200	\$800	-
Total	\$82,500	\$76,900	\$5,600	

Key Insights

- Overall spending is within the allocated quarterly budget.
- Events exceeded budget due to unplanned costs.
- Advertising expenses remain low; consider reallocating funds if trend continues.
- Monitor software renewal costs in Q3.

Important Notes

- Quarterly budget tracking helps ensure financial responsibility and transparency.
- Regular updates enable timely corrective actions to avoid budget overruns.
- Accurate categorization of expenses is crucial for meaningful insights.
- This document should be reviewed and approved by relevant stakeholders each quarter.