

Budget and Financial Status Report

Project Title	<div></div>
Reporting Period	<div></div>
Prepared By	<div></div>
Date	<div></div>

1. Summary of Project Budget

Budget Item	Approved Budget	Expenditure to Date	Remaining Balance
Salaries & Wages	<div></div>	<div></div>	<div></div>
Consultancy	<div></div>	<div></div>	<div></div>
Travel	<div></div>	<div></div>	<div></div>
Equipment	<div></div>	<div></div>	<div></div>
Supplies	<div></div>	<div></div>	<div></div>
Others	<div></div>	<div></div>	<div></div>
Total	<div></div>	<div></div>	<div></div>

2. Financial Status Analysis

Description	<div></div>
Status & Remarks	<div></div> <div></div>

3. Forecast and Recommendations

Forecast for Next Period	<div></div> <div></div>
Recommendations	<div></div> <div></div>

Important Notes

- The report should be updated regularly and submitted to relevant stakeholders.
- Ensure that all financial data entered is accurate and supported by documentation.
- Use this format to promote transparency and accountability in project funding.
- Adjust or add budget items as per the specific requirements of your project.
- Include explanations for any significant variances between budget and actual expenditures.

