

Budget and Financial Status Report

Project Title _____

Reporting Period _____

Prepared By _____

Date _____

1. Summary of Project Budget

Budget Item	Approved Budget	Expenditure to Date	Remaining Balance
Salaries & Wages	_____	_____	_____
Consultancy	_____	_____	_____
Travel	_____	_____	_____
Equipment	_____	_____	_____
Supplies	_____	_____	_____
Others	_____	_____	_____
Total	_____	_____	_____

2. Financial Status Analysis

Description _____

Status & Remarks _____

3. Forecast and Recommendations

Forecast for Next Period _____

Recommendations _____

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.

