

Budget Breakdown Table

Category	Description	Estimated Cost	Actual Cost	Difference
Personnel	Salaries and Wages	\$10,000	\$9,800	\$200
Materials	Supplies and Consumables	\$3,000	\$3,200	-\$200
Equipment	Machinery and Tools	\$5,000	\$5,100	-\$100
Travel	Field Visits/Transportation	\$2,000	\$1,900	\$100
Other	Miscellaneous expenses	\$1,000	\$1,000	\$0
Total		\$21,000	\$21,000	\$0

- Ensure all categories relevant to your project or department are included.
- Provide accurate and up-to-date cost estimates and actual expenses.
- Regularly update the breakdown to track spending and adjust forecasts.
- Use this document to support financial transparency and accountability.
- Retain all receipts and supporting documents for verification.