

Detailed Financial Breakdown

1. Project/Entity Information

Project / Entity Name:	XYZ Business Expansion
Prepared By:	Finance Department
Date:	June 22, 2024
Period Covered:	Q3 2024

2. Income / Revenue Breakdown

Description	Amount (USD)
Product Sales	25,000
Service Fees	7,500
Grants	3,000
Total Income	35,500

3. Expenditure Breakdown

Category	Budgeted (USD)	Actual (USD)
Personnel	12,000	11,500
Equipment & Supplies	4,000	4,500
Marketing	3,000	2,850
Operations	4,500	4,000
Miscellaneous	2,500	2,200
Total Expenditure	26,000	25,050

4. Financial Summary

Total Income (USD)	35,500
Total Expenditure (USD)	25,050
Net Balance / Surplus (USD)	10,450

Important Notes

- Ensure all figures are supported with valid documentation and receipts.
- This breakdown should be reviewed by the financial controller or auditor.
- Expenditure overruns must be explained and justified.
- Any discrepancies should be highlighted for transparency.
- This document should be regularly updated for ongoing or long-term projects.

