

Budget vs. Actual Expenditure Statement

For the period: January 1, 2024 – December 31, 2024

S.No.	Particulars	Budgeted Amount (USD)	Actual Expenditure (USD)	Variance (USD)	% Variance	Remarks
1	Salaries and Wages	50,000	48,500	1,500	3%	Under budget
2	Office Supplies	3,000	3,500	-500	-17%	Over budget
3	Travel & Transport	7,000	5,800	1,200	17%	Fewer trips taken
4	Training & Development	4,000	4,200	-200	-5%	Slightly over budget
5	Utilities	2,500	2,300	200	8%	Under usage
Total		66,500	64,300	2,200	3%	

Important Notes:

- Variance is computed as (Budgeted - Actual); positive values indicate under-spending, negatives indicate over-spending.
- This statement helps monitor financial performance and ensures accountability.
- Significant variances should be investigated and explained in the remarks section.
- Regular reviews support better budgeting and cost control for future periods.