

Project-wise Expenditure Breakdown Statement

Project Title: _____

#	Expense Category	Description	Budgeted Amount (USD)	Actual Spent (USD)	Variance	Remarks
1	Personnel	Salaries, consultants, wages	20,000	19,500	500	Under budget
2	Equipment	Laptops, hardware	7,000	7,200	-200	Over budget
3	Travel	Field visits, transportation	3,500	3,000	500	
4	Materials & Supplies	Office supplies, consumables	2,000	1,950	50	
5	Miscellaneous	Contingencies	1,000	780	220	
Total			33,500	32,430	1,070	

Important Notes

- All expenses should be supported by official documentation and receipts.
- Variances should be explained in the Remarks section for transparency.
- This statement should be reviewed and verified by the project manager or finance team.
- Regular updates are recommended to track project financial health.
- Ensure categories match those approved in the project budget proposal.