

# Financial Expenditure Summary

Project/Department:	Sample Department	Report Date:	2024-06-20
Prepared By:	John Doe	Reporting Period:	Q2 2024

## Expenditure Breakdown

Category	Description	Budgeted Amount (\$)	Actual Spent (\$)	Variance (\$)
Salaries & Wages	Employee compensation	25,000	24,500	500
Office Supplies	Stationery and printing	2,000	2,300	-300
Travel	Business trips and commute	3,000	2,500	500
Utilities	Electricity, water, internet	1,500	1,200	300
Equipment	Laptops and accessories	5,000	4,570	430
Total		36,500	35,070	1,430

## Summary & Recommendations

Overall expenditure for the reporting period remained within the allocated budget. Notable savings were observed in travel and utilities, though office supplies slightly exceeded the budget. Continued monitoring is recommended to maintain cost efficiency.

### Important Notes:

- Ensure all expenditure entries are supported by appropriate documentation.
- Regularly compare actual expenses against the budget to identify variances early.
- This summary assists in financial planning, audit compliance, and cost management.
- Use consistent categories and reporting periods for comparability across reports.
- Review and update the template as necessary to reflect organizational changes.