

# Annual Budget Comparative Analysis

## Department of [Department Name]

BUDGET CATEGORY	PREVIOUS YEAR ACTUAL	CURRENT YEAR BUDGET	VARIANCE	VARIANCE (%)	REMARKS
Salaries & Wages	1,200,000	1,250,000	50,000	4.2%	Planned hiring
Operating Expenses	350,000	340,000	-10,000	-2.9%	Cost saving initiatives
Travel & Training	60,000	85,000	25,000	41.7%	Increased skill development
Equipment & Supplies	90,000	70,000	-20,000	-22.2%	Completed major purchases last year
Other	30,000	35,000	5,000	16.7%	Miscellaneous
<b>TOTAL</b>	<b>1,730,000</b>	<b>1,780,000</b>	<b>50,000</b>	<b>2.9%</b>	

### Summary and Analysis

The annual comparative analysis indicates a moderate increase in total budget, largely attributed to personnel expansion and investment in skill development. The department achieved significant savings in operating expenses and equipment purchases, reflecting ongoing efficiency measures.

### Important Notes

- This document provides a year-over-year financial comparison to support informed budgeting decisions.
- Variance percentages highlight areas of significant change for focused attention.
- Remarks help contextualize budget shifts and align them with strategic goals.
- Regular analysis is essential for financial accountability and transparent resource management.
- Ensure all amounts and remarks are reviewed and updated for accuracy before submission.