

Expense and Income Budget Report

Period: January 2024 - December 2024

Prepared by: Sample User

Budgeted Income

Source	Budgeted	Actual
Salary	30,000	30,500
Freelance	8,000	7,650
Investments	2,500	2,700
Total Income	40,500	40,850

Budgeted Expenses

Category	Budgeted	Actual
Rent	10,800	10,800
Utilities	2,400	2,550
Groceries	4,800	4,600
Transport	2,100	2,180
Entertainment	1,200	1,400
Savings	5,000	4,900
Other	1,000	950
Total Expenses	27,300	27,380

Summary

Net Surplus /	Budgeted:	Actual:
Deficit:	13,200	13,470

Important Notes:

- Ensure all income and expense sources are accurately recorded for reliable reporting.
- Compare actual results with budgeted figures regularly to monitor financial health.
- Adjust future budgets based on trends observed in actual performance.
- This report helps track cash flow and guides decision-making for better financial management.
- Keep supporting documents for all entries for auditing and verification purposes.