

Monthly Organizational Budget Report

Organization:	ACME Nonprofit Organization
Report Period:	June 2024
Prepared By:	Jane Smith, Finance Officer
Date Prepared:	July 5, 2024

SUMMARY

TOTAL INCOME	TOTAL EXPENSES	NET BALANCE
\$50,000	\$45,000	\$5,000

INCOME

SOURCE	BUDGETED	ACTUAL	VARIANCE
Grants	\$20,000	\$18,000	-\$2,000
Donations	\$15,000	\$16,500	+\$1,500
Sales	\$10,000	\$9,500	-\$500
Other	\$6,000	\$6,000	\$0
Total Income	\$51,000	\$50,000	-\$1,000

EXPENSES

CATEGORY	BUDGETED	ACTUAL	VARIANCE
Salaries & Wages	\$20,000	\$21,000	+\$1,000
Office Expenses	\$5,000	\$4,700	-\$300
Program Costs	\$12,000	\$10,800	-\$1,200
Travel	\$3,000	\$3,100	+\$100
Miscellaneous	\$5,000	\$5,400	+\$400
Total Expenses	\$45,000	\$45,000	\$0

NOTES

- All figures are based on actual receipts and expenditures for the reporting period.
- Positive variances indicate income/expenses above the budgeted amount; negatives indicate shortfalls or savings.
- This report should be reviewed by management to inform decision-making.
- Documentation for all transactions should be maintained for audit and compliance purposes.
- Regular monthly reviews help in identifying budget trends and future planning needs.