

# 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
<b>Total Income</b>	<b>\$51,000</b>	<b>\$50,000</b>	<b>-\$1,000</b>

## 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
<b>Total Expenses</b>	<b>\$45,000</b>	<b>\$45,000</b>	<b>\$0</b>

## 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.