

Project-Based Budget Report

Project Name: New Website Development

Project Manager: Jane Doe

Date: 2024-06-30

I. Summary

This report outlines the budget status for the "New Website Development" project, providing a breakdown of estimated vs. actual costs incurred as of the report date.

II. Budget Overview

Category	Estimated Cost	Actual Cost	Variance	Notes
Personnel	\$15,000	\$14,200	\$800	Under budget
Equipment & Tools	\$3,000	\$3,200	-\$200	Over budget (extra licenses)
Software & Licenses	\$2,000	\$2,000	\$0	On budget
Outsourcing	\$5,000	\$5,000	\$0	Payment completed
Miscellaneous	\$1,000	\$950	\$50	Under budget
Total	\$26,000	\$25,350	\$650	

III. Expense Breakdown

Date	Description	Category	Amount
2024-05-06	Front-end Developer Payment	Personnel	\$5,000
2024-05-11	UI Design License	Software & Licenses	\$1,000
2024-05-23	Contract QA Service	Outsourcing	\$2,500
2024-06-02	Cloud Hosting Service	Equipment & Tools	\$1,700
2024-06-14	Miscellaneous Supplies	Miscellaneous	\$350

IV. Comments

The project is progressing within the allocated budget. Minor budget overruns in the Equipment & Tools category were offset by savings in Personnel costs. No significant financial risks identified at this stage.

Important Notes:

- Project-based budget reports help monitor and control project spending against the original plan.
- Accurate and up-to-date reporting is critical for timely decision-making.
- Include detailed categories for transparency and easier analysis of overruns or savings.

- Always document assumptions, variances, and important explanations for future reference.