

# Summary Budget Report

Project: Community Hall Renovation Report Date: June 18, 2024 Prepared by: John Doe

## A. Budget Overview

Budget Category	Approved Budget (\$)	Expenditure To Date (\$)	Remaining Budget (\$)
Personnel	25,000	18,000	7,000
Materials & Supplies	15,000	12,500	2,500
Contracted Services	20,000	15,000	5,000
Equipment	10,000	7,500	2,500
Travel	5,000	3,200	1,800
Grand Total	75,000	56,200	18,800

## B. Budget Summary

Status	Amount (\$)
Total Budget Allocated	75,000
Total Expenditure	56,200
Remaining Funds	18,800

## C. Remarks

As of the current reporting period, the project is on track and within budget for all major categories. Increased material costs were offset by savings in travel expenses. Remaining funds are anticipated to cover the final project phases.

### Important Notes:

- This summary is for internal use and oversight purposes.
- Figures are based on the latest available financial records.
- Further details on individual expenses are available upon request.
- Use this template to quickly assess budget status and funding availability.