

Quarterly Board Meeting Budget

Organization: [Organization Name]
Quarter: [e.g., Q1 2024]
Date of Meeting: [MM/DD/YYYY]
Prepared by: [Preparer Name]

Summary Overview

Total Budget Allocated	[Amount]
Total Expenditure to Date	[Amount]
Budget Remaining	[Amount]

Detailed Budget Breakdown

Category	Budgeted	Actual	Variance	Remarks
Personnel	[Amount]	[Amount]	[Amount]	[Notes]
Operations	[Amount]	[Amount]	[Amount]	[Notes]
Marketing	[Amount]	[Amount]	[Amount]	[Notes]
Meetings & Events	[Amount]	[Amount]	[Amount]	[Notes]
Others	[Amount]	[Amount]	[Amount]	[Notes]

Projected Next Quarter Budget

Category	Projected Allocation	Notes
Personnel	[Amount]	[Notes]
Operations	[Amount]	[Notes]
Marketing	[Amount]	[Notes]
Meetings & Events	[Amount]	[Notes]
Others	[Amount]	[Notes]

Approval

Prepared by	Reviewed by	Approved by	Date
[Name]	[Name]	[Name]	[MM/DD/YYYY]

Important Notes

- This budget format provides transparency and supports informed decision-making during board meetings.
- Ensure all actual expenditures are updated prior to the meeting for accuracy.
- Clear variance explanations assist in understanding budget performance and guide corrective actions if needed.
- Board approval is required for any significant amendments to the proposed or current budget.
- Attach relevant supporting documents for audit and reference purposes.