

Quarterly Budget Allocation Statement

Organization: ABC Corporation

Department: Finance

Quarter: Q2 2024

Date: June 30, 2024

Budget Allocation Overview

Account Code	Budget Head	Allocated Amount (USD)	Expenditure to Date (USD)	Balance (USD)	Remarks
1001	Salaries & Wages	150,000	142,500	7,500	On track
1002	Office Supplies	10,000	7,800	2,200	-
1003	Utilities	12,000	11,000	1,000	Increase expected
1004	Travel	8,000	5,200	2,800	Under budget
1005	Others	5,000	2,900	2,100	-
Total		185,000	169,400	15,600	

Important Notes:

- Ensure all expenditures are supported by valid documentation and receipts.
- Review balances before approving any new spending requests.
- This statement should be reconciled with the financial ledger regularly.
- Any significant variances must be explained and reported.
- This document is subject to internal and external audit as per company policy.