

# Team-wise Budget Distribution Sheet

Team Name	Allocated Budget	Expenditure	Remaining Budget	Comments
Marketing	\$20,000	\$12,500	\$7,500	On track, Q2 campaigns pending
Development	\$35,000	\$22,800	\$12,200	Awaiting new licenses approval
Operations	\$15,000	\$9,600	\$5,400	Inventory restock in Q3
HR	\$10,000	\$6,750	\$3,250	Training programs ongoing
Support	\$6,000	\$2,900	\$3,100	Low support ticket season
Total	\$86,000	\$54,550	\$31,450	

**Important Notes:**

- Ensure the budget allocation aligns with organizational priorities and project plans.
- Regularly update expenditure values to maintain accurate tracking.
- Use the "Comments" section to flag concerns or pending activities for management review.
- Review remaining budgets quarterly to optimize resource allocation for each team.
- This sheet is a living document and should be stored securely with access limited to authorized personnel.