

Comparative Statement for Revised Budget - FY 2024

Department: Finance & Administration

Date: June 28, 2024

1. Budget Comparison Table

Account Head	Sanctioned Budget (Original)	Revised Budget	Actual Expenditure (till date)	Increase / Decrease	Remarks
Salaries	1,200,000	1,250,000	910,000	+50,000	Annual increments
Office Supplies	170,000	150,000	92,000	-20,000	Cost savings identified
Travel	75,000	90,000	60,000	+15,000	Additional site visits
Training	40,000	40,000	28,000	0	--
Contingency	20,000	10,000	2,000	-10,000	Reduced requirement
Total	1,505,000	1,540,000	1,092,000	+35,000	

2. Summary:

The revised budget for FY 2024 reflects adjustments based on actual expenditures incurred and anticipated requirements for the remaining financial year. Key changes include an increase in the salaries and travel allocation, while office supplies and contingency provisions have been reduced based on performance and needs assessment.

3. Important Notes:

- Comparative statements provide clarity on variances between original, revised, and actual expenses.
- This document supports transparency and informed decision-making in financial planning.
- All changes must be justified with proper remarks for future reference and audit purposes.
- Regular review helps in optimal allocation and efficient utilization of organizational funds.