

# Departmental Budget Overview

## Department Information

Department Name	<div></div>
Prepared by	<div></div>
Period Covered	<div></div>
Date Prepared	<div></div>

## Summary of Budget Allocation

Category	Budgeted Amount	Actual Expenditure	Variance
Salaries & Wages	<div></div>	<div></div>	<div></div>
Operating Expenses	<div></div>	<div></div>	<div></div>
Supplies & Materials	<div></div>	<div></div>	<div></div>
Equipment	<div></div>	<div></div>	<div></div>
Other	<div></div>	<div></div>	<div></div>
Total	<div></div>	<div></div>	<div></div>

## Budget Narrative

Provide a brief summary of the key factors affecting this budget, notable changes from previous periods, and any major planned expenditures or cost-saving initiatives.

## Budget Approval

Department Head	<div></div>	Date	<div></div>
Finance Officer	<div></div>	Date	<div></div>
Other (if applicable)	<div></div>	Date	<div></div>

### Important Notes:

- Ensure all figures are accurate and documentation for each item is available.
- Clearly distinguish between estimated (budgeted) and actual expenditures.
- Regularly reconcile budget variances and provide justifications for significant differences.
- Obtain required approvals before finalizing and submitting the departmental budget overview.
- This document serves as an internal record and may be used for auditing purposes.