

Budget Allocation Summary Sheet

Project:

Community Development Initiative

Prepared By:

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Date:

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Summary

This sheet provides an overview of the budget distribution for the current project period, outlining estimated and actual allocations across all key expense categories.

Category	Estimated Allocation	Actual Allocation	Variance	Remarks
Personnel	\$20,000	\$19,500	-\$500	Under budget
Supplies	\$7,500	\$8,100	+\$600	Additional equipment needed
Travel	\$3,000	\$2,800	-\$200	Fewer trips than planned
Training	\$4,500	\$4,600	+\$100	Price adjustment
Miscellaneous	\$2,000	\$1,750	-\$250	Lower than expected
Total	\$37,000	\$36,750	-\$250	

Important Notes:

- This document is a summary and does not include detailed transaction information.
- All figures should be reviewed for accuracy before final submission.
- Variances should be explained in the remarks section for transparency.
- Regular updates to this sheet are recommended for effective budget monitoring.