

Quarterly Budget Allocation Report

Company Name: Example Corporation

Department: Finance Department

Reporting Period: Q1 2024

Date Prepared: March 31, 2024

Prepared by: Jane Doe

Summary of Allocations

Category	Allocated Budget	Amount Spent	Remaining
Salaries & Wages	\$150,000	\$140,000	\$10,000
Office Expenses	\$20,000	\$16,500	\$3,500
Travel & Transport	\$10,000	\$7,800	\$2,200
Marketing	\$15,000	\$9,500	\$5,500
Training & Development	\$5,000	\$2,000	\$3,000
Other	\$3,000	\$2,000	\$1,000
Total	\$203,000	\$177,800	\$25,200

Observations

- Salaries & Wages consumed 93% of its allocated quota.
- Marketing and Training & Development remained under budget due to postponed activities.
- All categories maintained spending within budget limits for Q1.

Recommendations

- Consider re-allocating unused budget in Marketing toward upcoming priority campaigns.
- Explore options to optimize office expenses further in the next quarter.
- Monitor Training & Development spending to utilize available budget efficiently.

Important Notes:

- This report summarizes financial allocations and expenditures per category for the stated quarter.
- Accurate and timely input of expense data is critical for report reliability.
- Quarterly budget allocation reports assist management in identifying trends and making informed adjustments.
- This document should be reviewed and approved by authorized personnel before implementation of recommendations.