

Monthly Budget Monitoring Log

Month: _____

Year: _____

Prepared by: _____

Date: _____

Budget Summary

Total Budgeted Amount:

Total Actual Expenses:

Variance (Budget vs. Actual):

Expense Log

Date	Category	Description	Budgeted Amount	Actual Amount	Variance	Remarks
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Important Notes

- This document helps track monthly income and expenditures against your budget.
- Update all transactions regularly to ensure accurate monitoring.
- Analyze variances to identify areas for cost-saving or adjustment.
- Retain supporting receipts and documents for each expense recorded.
- Review and adjust your budget regularly based on these records for better financial management.