

Approved Budget Summary Sheet

Project/Department	Community Development Program
Prepared By	Jane Doe
Date	2024-06-01
Reference No.	CDP-BUD-20240601

Budget Allocation

Category	Allocated Amount	Approved Amount	Remarks
Salaries & Wages	35,000	34,500	Minor adjustment
Equipment & Supplies	20,000	20,000	-
Training	8,000	7,500	Requested reduction
Transportation	6,000	6,000	-
Contingency	5,000	5,000	-
Total	74,000	73,000	

Approval

Approved By	Michael Smith
Designation	Finance Director
Approval Date	2024-06-03
Signature	_____

Important Notes

- This document serves as the official record of budget allocation and approval.
- All adjustments should be justified and documented in the remarks section.
- Any expenditure beyond the approved amount requires additional authorization.
- Keep this sheet for auditing and future reference.