

Departmental Budget Statement

Department Information

Department Name	_____
Prepared By	_____
Period Covered	_____
Date Prepared	_____

Budget Summary

Category	Budgeted Amount	Actual Amount	Variance	Remarks
Salaries & Wages	_____	_____	_____	_____
Supplies	_____	_____	_____	_____
Training	_____	_____	_____	_____
Equipment	_____	_____	_____	_____
Other Expenses	_____	_____	_____	_____
Total	_____	_____	_____	

Variance Analysis

Category	Explanation of Variance	Corrective Action
_____	_____	_____
_____	_____	_____

Certification

Name	_____
Designation	_____
Signature	_____
Date	_____

Important Notes:

- This statement provides auditors with a clear overview of departmental financial performance against budget.
- Variance analysis helps identify areas of concern and guides corrective actions.
- Proper documentation supports transparency and accountability in financial management.
- Ensure all supporting documents and explanations are attached where necessary.