

Grant Budget Statement

Sample Format for Auditing â€“ FY 2024

Project Information

Project Name	Community Education Initiative
Grant Number	CEI-2024-018
Organization	ABC Foundation
Reporting Period	Jan 1, 2024 â€“ Dec 31, 2024

Budget Summary

Budget Category	Approved Budget (USD)	Actual Expenditure (USD)	Variance (USD)	Remarks
Personnel	40,000	38,500	1,500	Under budget
Equipment	15,000	14,900	100	Purchased as planned
Training & Workshops	20,000	21,200	-1,200	Additional session held
Travel	8,000	7,600	400	Efficient travel planning
Supplies	5,000	4,850	150	Within budget
Other Costs	2,000	1,900	100	Miscellaneous
Total	90,000	88,950	1,050	

Certification

Prepared By	John Smith
Designation	Finance Manager
Date	June 15, 2024

Important Notes

- All reported expenditure should be supported by valid invoices and receipts.
- Variances exceeding 10% must be explained in the remarks column.
- This statement must be reviewed and verified by an authorized financial officer.
- Retention of supporting documentation is recommended for audit purposes.
- Ensure the report aligns with the original grant agreement and budget.