

Line-Item Budget Statement

Project/Department: _____

Period Covered: _____

Line Item No.	Description	Budgeted Amount	Actual Amount	Variance	Remarks
1	Salaries and Wages	50,000	48,200	1,800	
2	Supplies and Materials	10,000	9,550	450	
3	Travel Expenses	5,000	6,100	-1,100	Exceeded for conference
4	Equipment Purchase	8,000	7,960	40	
5	Consultancy Fees	6,000	6,000	0	
Total		79,000	77,810	1,190	

Important Notes:

- This statement provides detailed tracking of each budgeted line item's planned versus actual spending.
- Variance column highlights over- or under-spending, which is crucial for audit transparency.
- All supporting documents and receipts should be kept for all actual expenditures.
- Any significant variances should be explained in the Remarks column.
- Periodic review and reconciliation ensure accuracy and compliance with financial policies.