

# Project-Based Budget Statement

## 1. PROJECT DETAILS

Project Name	Website Redesign Initiative
Project Manager	Jane Doe
Start Date	2024-07-01
End Date	2024-12-15
Department	IT Solutions

## 2. BUDGET SUMMARY

Total Budget Allocated	\$50,000
Total Budget Utilized	\$18,250
Budget Remaining	\$31,750

## 3. ITEMIZED BREAKDOWN

Category	Description	Budget Allocated	Budget Utilized	Balance
Personnel	Salaries and Consultants	\$20,000	\$9,500	\$10,500
Equipment	Laptops, Software Licenses	\$10,000	\$3,000	\$7,000
Travel	Client Meetings, Workshops	\$5,000	\$750	\$4,250
Training	Skill Development	\$3,000	\$1,000	\$2,000
Miscellaneous	Other Expenses	\$12,000	\$4,000	\$8,000

## 4. APPROVAL & REVIEW

Prepared By	Michael Smith	Date	2024-06-18
Reviewed By	Anna Lee	Date	2024-06-20
Approved By	Samuel Carter	Date	2024-06-22

## IMPORTANT NOTES

- A project-based budget statement provides transparency and accountability for project spending.
- It should be regularly updated to reflect actual expenditures versus planned allocations.
- Detailed breakdowns help in identifying areas of overspending or underspending early.
- Approval and review sections ensure the document's accuracy and compliance with organizational policies.
- This document serves as a key reference for future project planning and financial audits.