

Standard Budget Statement For Audit Submission

Organization Name: [Enter Name]
Project/Department: [Enter Project or Department]
Reporting Period: [e.g., Jan 2024 - Dec 2024]
Prepared By: [Preparer Name]
Date Prepared: [Date]

Budget Summary

Account/Category	Budget (USD)	Actual (USD)	Variance (USD)	Remarks
Personnel	50,000	47,500	2,500	Savings from open position
Supplies & Equipment	15,000	16,200	-1,200	Unexpected maintenance
Travel	8,000	7,200	800	Fewer trips required
Consulting	5,000	5,000	0	On budget
Other Expenses	3,000	2,800	200	-
Total	81,000	78,700	2,300	

Explanation of Major Variances

- Increase in Supplies & Equipment due to unforeseen maintenance needs.
- Personnel savings attributed to delayed hiring for one position.
- Reduced travel expenses resulted from virtual meetings.

Certification

I hereby certify that the information provided in this budget statement is accurate and complete to the best of my knowledge.

Prepared by: _____
Date: _____

Important Notes:

- Ensure all figures are backed by supporting documents and receipts.
- Variance explanations should be clear and concise for each significant deviation.
- Review and approval signatures may be required before audit submission.
- Keep this template for internal records and reference during audit queries.