

# 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	-
<b>Total</b>	<b>81,000</b>	<b>78,700</b>	<b>2,300</b>	

## 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.