

# Comparative Budget Summary

## Departmental Overview

Department	Finance	Department Head	Jane Doe
Fiscal Year	2024	Prepared By	Budget Office

## Comparative Budget Summary

Account Description	Previous Year Actual	Current Year Budget	Variance (+/-)	Variance (%)
Personnel Services	1,200,000	1,350,000	+150,000	+12.5%
Maintenance & Operations	400,000	380,000	-20,000	-5.0%
Capital Outlay	75,000	100,000	+25,000	+33.3%
<strong>Total</strong>	<strong>1,675,000</strong>	<strong>1,830,000</strong>	<strong>+155,000</strong>	<strong>+9.3%</strong>

## Important Notes:

- This summary compares current year budget estimates with actual figures from the previous year.
- Identifying variances helps in analyzing areas needing budget adjustments or further review.
- Ensure all amounts are accurate and supported by documentation before final approval.
- Use this format for consistent reporting across all department budget submissions.