

# Functional Area Budget Review

Functional Area:

\_\_\_\_\_

Prepared By:

\_\_\_\_\_

Review Period:

From: \_\_\_\_\_ To: \_\_\_\_\_

Date of Review:

\_\_\_\_\_

## Summary of Budget

Budget Item	Approved Budget	Actual Expenditure	Variance	Remarks
Salaries & Wages	_____	_____	_____	_____
Supplies	_____	_____	_____	_____
Equipment	_____	_____	_____	_____
Training & Development	_____	_____	_____	_____
Other	_____	_____	_____	_____
Total	_____	_____	_____	

## Analysis & Explanations

Key Variances and Explanations:

## Recommendations

## Approval

Reviewed By:

\_\_\_\_\_

Date:

\_\_\_\_\_

## Important Notes

- This document aids in tracking and managing functional area budgets efficiently.
- Ensure all actuals and variances are backed by supporting documentation.
- Analysis of variances helps in making informed future budgeting decisions.
- The review should be completed periodically as per organizational policy.
- Signature of reviewers confirms the accuracy and completeness of information provided.

