

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.

