

Departmental Budget Allocation Summary

Fiscal Year: 2024–2025

Department	Allocated Budget	Spent to Date	Remaining Balance	Notes
Human Resources	\$250,000	\$120,500	\$129,500	Training initiatives ongoing
Finance	\$300,000	\$198,200	\$101,800	Software upgrade planned Q3
Operations	\$500,000	\$340,000	\$160,000	Increase in logistics expenditure
Marketing	\$200,000	\$85,000	\$115,000	Q4 campaign scheduled
IT	\$180,000	\$95,500	\$84,500	Hardware refresh in progress
Total	\$1,430,000	\$839,200	\$590,800	

Important Notes

- Ensure all departmental expenses are accurately tracked and reported monthly.
- Review allocations quarterly to adapt to operational changes or unexpected requirements.
- This summary provides high-level insights; refer to detailed ledgers for complete transactions.
- All allocations must comply with organizational budgeting policies and approvals.