

Comparative Budget Revision Statement

Project Title: _____
Reporting Period: _____
Date: _____

Budget Line Item	Original Budget		Revised Budget		Variance (Revised - Original)	Comments/Justification
	Amount	% of Total	Amount	% of Total		
Salaries & Wages	_____	_____	_____	_____	_____	
Fringe Benefits	_____	_____	_____	_____	_____	
Travel	_____	_____	_____	_____	_____	
Equipment	_____	_____	_____	_____	_____	
Supplies	_____	_____	_____	_____	_____	
Contractual	_____	_____	_____	_____	_____	
Other	_____	_____	_____	_____	_____	
Total	_____	100%	_____	100%	_____	

Important Notes:

- This document clearly presents financial changes between the original and revised budgets.
- All variances should be explained in the Comments/Justification column.
- Use accurate and up-to-date data for both original and revised columns.
- Attach supporting documentation for major revisions.
- Ensure transparency and accountability in all budget modifications.