

Justification Memo for Budget Revision

Date: _____

To: _____

From: _____

Department/Unit: _____

Subject: Request for Budget Revision

Background

Provide a brief summary outlining the original budget, the project or activity related to the budget, and key objectives.

Example: The original budget for the XYZ project was approved on _____ with a total allocation of _____. Since then, the following circumstances have necessitated a budget revision.

Reason for Revision

Clearly state the reason(s) for requesting a budget revision (e.g., unforeseen expenses, scope changes, cost adjustments, reallocation of funds).

Example: Unexpected vendor price increases; additional deliverables added to scope; cost savings identified in certain categories.

Details of Budget Changes

Original Line Item(s): _____

Proposed Revision(s): _____

Revised Total Amount: _____

Justification: _____

Impact Assessment

Describe how the requested revision will impact the project/game plan, timeline, and expected outcomes.

Example: The revision will ensure timely completion of milestones and maintain quality deliverables.

Conclusion & Approval

Summarize the importance of the revision and request approval.

- Requested by: _____
- Date: _____
- Approved by: _____
- Date: _____

Important Notes

- Always provide specific, detailed justification for each budget change.
- Attach supporting documents (quotes, receipts, revised project plan) as needed.
- Ensure all section fields are complete before submission for approval.
- Maintain a record of both original and revised budgets for audit purposes.
- Consult relevant organizational guidelines or policies before making large budget changes.