

Simplified Budget Revision Template

Project Title: _____

Project Code / Reference: _____

Date of Revision: ____ / ____ / ____

Prepared by: _____

Budget Revision Summary

Budget Line Item	Original Amount	Revised Amount	Variance (+/-)	Justification/Remarks
Personnel	\$10,000	\$12,000	+\$2,000	Additional staff required for project expansion
Supplies & Materials	\$5,000	\$4,000	-\$1,000	Bulk purchase discounts received
Travel	\$3,000	\$2,500	-\$500	Reduced number of site visits
Equipment	\$8,000	\$8,500	+\$500	Upgrade to advanced model for efficiency
Total	\$26,000	\$27,000	+\$1,000	

Summary of Changes & Rationale

Please provide a brief narrative explaining the major changes to the budget and their justifications:

Important Notes:

- This template is for simplified budget revisions; complex changes may require additional documentation.
- All adjustments should be clearly justified to ensure transparency and accountability.
- Keep supporting documents available for audit or review purposes.
- Obtain necessary approvals before implementing any budget changes.