

Summary Table for Fiscal Budget Revisions

FY 2024 - Revision #2

Department	Original Budget	Revised Budget	Increase / (Decrease)	Remarks
Administration	\$500,000	\$520,000	\$20,000	Salary adjustment
Operations	\$1,200,000	\$1,180,000	(\$20,000)	Cost savings in supplies
Marketing	\$300,000	\$330,000	\$30,000	Additional campaign
IT & Infrastructure	\$450,000	\$400,000	(\$50,000)	Deferred upgrades
Research & Development	\$250,000	\$260,000	\$10,000	New project grant
Total	\$2,700,000	\$2,690,000	(\$10,000)	

- All budget revisions must be clearly justified and documented.
- Ensure alignment with overall organizational objectives before approval.
- Comparative columns help track changes and their impacts.
- Maintain version control and note the revision number and date.
- Consult relevant stakeholders for major adjustments.