

# Monthly Budget Performance Report

Month  
March 2024

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Date  
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## Budget Summary

Category	Budgeted Amount	Actual Amount	Variance
Income	\$20,000	\$19,500	-\$500
Operating Expenses	\$12,000	\$12,300	+\$300
Salaries & Wages	\$5,000	\$4,900	-\$100
Marketing	\$1,500	\$1,700	+\$200
Other Expenses	\$500	\$450	-\$50
Total	\$19,000	\$19,350	+\$350

## Variance Analysis

Category	Comments
Income	Income slightly below target due to delayed payments.
Operating Expenses	Over budget due to increased utility costs.
Marketing	Overspend attributable to expanded campaign reach.

## Conclusion

Overall, the budget performance for March 2024 shows minor variances, with most categories closely aligning with expectations. Monitoring and adjustments are recommended in areas with overspending to ensure future budget compliance.

## Important Notes

- This document provides a summarized financial comparison between budgeted and actual figures by category.
- Variance analysis helps identify areas where corrective actions may be required.
- Regular review of budget performance supports better financial planning and accountability.
- Supporting documents and detailed breakdowns can be attached as appendices when needed.

