

Revised Budget Approval Format

Document Number	RB-2024-001	Date	2024-06-20
Department	Finance	Prepared By	John Doe
Revision Number	02	Fiscal Year	2024

Summary of Revised Budget

Budget Category	Original Budget	Revised Budget	Variance	Remarks
Salaries & Wages	\$500,000	\$525,000	+\$25,000	Annual increment
Project Expenses	\$200,000	\$195,000	-\$5,000	Optimization
Office Supplies	\$30,000	\$28,000	-\$2,000	Reduced Consumption
Travel & Training	\$50,000	\$58,000	+\$8,000	Additional Trainings
Total	\$780,000	\$806,000	+\$26,000	

Justification for Revision

The revised budget reflects changes in operational priorities, including rising personnel costs, additional training requirements, and efficiency gains in office supplies. All modifications have been reviewed and are essential for achieving departmental and organizational objectives.

Prepared By

Reviewed By

Approved By

Date

Important Notes:

- A revised budget approval is required for any significant deviation from the originally sanctioned budget.
- All proposed changes must be supported by appropriate justifications and actual requirements.
- Signatures from the respective authorities are mandatory before implementation.
- This document remains subject to review and may require further updates based on subsequent management decisions.