

Annual Consolidated Project Expenditure Format

Project Title:

Financial Year:

Project Manager/Coordinator:

Date of Report:

S. No.	Expenditure Category	Budgeted Amount (in USD)	Actual Amount Spent (in USD)	Variance (in USD)	Remarks
1	Salaries & Wages	50,000	48,500	1,500	Under budget
2	Equipment & Materials	20,000	22,000	-2,000	Over budget due to price increase
3	Travel & Logistics	10,000	9,600	400	
4	Training & Workshops	5,000	4,500	500	
5	Monitoring & Evaluation	7,000	6,800	200	
6	Miscellaneous	3,000	2,700	300	
Total		95,000	94,100	900	

Summary and Observations:

Important Notes:

- This document should be prepared annually for monitoring and transparency purposes.
- All figures must be backed by proper financial documentation and records.
- Variances should be analyzed and explained in the remarks section.
- Ensure regular updates and timely submission to relevant authorities or stakeholders.
- Review and approvals must be documented as per project governance guidelines.