

Budget vs Actual Expenditure Statement

For the Period: January - December 2024

Expense Head	Budgeted Amount	Actual Spent	Variance	Remarks
Salaries and Wages	50,000	48,000	+2,000	Under Budget
Office Supplies	7,000	8,200	-1,200	Over Budget
Travel & Transport	12,500	11,600	+900	Under Budget
Utilities	6,000	6,300	-300	Over Budget
Professional Fees	9,000	8,700	+300	Within Budget
Total	84,500	82,800	+1,700	

- This statement provides a comparison between budgeted and actual expenditure for better financial planning.
- Positive variance indicates savings or under-utilization of budgeted funds.
- Negative variance highlights areas where spending exceeded the allocated budget.
- Remarks help to quickly assess the financial health and allocate resources more effectively in the next cycle.
- Regular monitoring ensures transparency and accountability in financial management.