

Comparative Budget Review Form

Project/Department: _____

Date: _____

Prepared by: _____

Reviewed by: _____

A. Budget Comparison Table

Budget Category	Previous Year Budget	Current Year Budget	Variance (+/-)	Remarks
Salaries and Wages	_____	_____	_____	_____
Utilities	_____	_____	_____	_____
Equipment	_____	_____	_____	_____
Materials & Supplies	_____	_____	_____	_____
Travel & Training	_____	_____	_____	_____
Other	_____	_____	_____	_____
Total	_____	_____	_____	

B. Summary of Major Changes/Explanations

Provide brief explanations on significant variances or changes in budget allocation:

C. Recommendations/Actions

Suggestions for budget improvement or cost-saving measures:

Important Notes:

- Comparative Budget Reviews identify trends and justify budget requests.
- All variances should be clearly explained to support financial planning.
- Use this form to document changes and facilitate management decision-making.
- Maintain supporting documents for all figures presented in this review.
- Regular review helps ensure optimal allocation of resources.