

Departmental Budget Allocation Report

Department: Marketing
Reporting Period: July 2024 - June 2025
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Date: June 15, 2024

Budget Overview

Budget Category	Allocated Amount	Amount Utilized	Variance	Remarks
Salaries & Wages	\$200,000	\$195,000	\$5,000	Within Budget
Training & Development	\$25,000	\$21,200	\$3,800	Underutilized
Advertising	\$50,000	\$48,500	\$1,500	Ongoing Campaign
Office Supplies	\$12,000	\$13,300	-\$1,300	Exceeded
Events & Promotions	\$30,000	\$28,500	\$1,500	On Track
Total	\$317,000	\$306,500	\$10,500	

Summary & Recommendations

The Marketing Department has efficiently managed the allocated budget for the current fiscal year, with an overall positive variance. Most budget categories were within their limits, aside from a minor overrun in office supplies. It is recommended to monitor office supplies more closely in the next cycle and consider reallocating underutilized portions from training and development.

Important Notes:

- Departmental budget allocation reports help monitor spending versus allocations.
- They provide transparency and accountability for department-specific finances.
- Regular review ensures that variances are identified and addressed promptly.
- These documents aid in future budget planning and resource optimization.