

# Departmental Budget Allocation Report

**Department:** Marketing

**Reporting Period:** July 2024 - June 2025

**Prepared by:** Jane Doe, Finance Analyst

**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
<b>Total</b>	<b>\$317,000</b>	<b>\$306,500</b>	<b>\$10,500</b>	

## 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.