

Appropriation-wise Monthly Budget Statement

Department: **Finance & Accounts**
Prepared By: **J. Doe**

Month: **June 2024**
Date: **10-Jun-2024**

S. No.	Head of Appropriation	Budget Allotted (₹)	Expenditure Till Previous Month (₹)	Expenditure This Month (₹)	Total Expenditure (₹)	Balance (₹)
1	Salaries	5,00,000	2,40,000	80,000	3,20,000	1,80,000
2	Office Expenses	1,20,000	60,000	15,000	75,000	45,000
3	Travel	35,000	18,000	5,500	23,500	11,500
4	Maintenance	45,000	20,000	7,800	27,800	17,200
5	Miscellaneous	20,000	10,000	2,200	12,200	7,800
Total		7,20,000	3,48,000	1,10,500	4,58,500	2,61,500

Important Notes

- This statement provides an appropriation-wise summary of monthly expenditures against the allotted budget.
- Timely updating helps prevent overspending and allows for timely re-allocation if required.
- Status should be reviewed monthly for effective budgetary control and compliance.
- Discrepancies, if any, must be justified and rectified in subsequent reports.
- The accuracy of data depends on entries made by respective departments.