

Monthly Budgeted vs Actual Expenditure Report

For the Month of June 2024

Category	Budgeted Amount (\$)	Actual Expenditure (\$)	Variance (\$)	Remarks
Salaries	25,000	24,800	-200	Within budget
Utilities	2,500	2,900	+400	Electricity bill higher
Office Supplies	1,200	1,050	-150	Less purchasing
Travel	3,000	2,400	-600	Fewer trips
Marketing	4,000	4,300	+300	Added ad campaign
Miscellaneous	800	650	-150	Not fully utilized
Total	36,500	36,100	-400	

Important Notes:

- This report helps track spending discipline against set budgets.
- Variances must be analyzed for future financial planning and decision-making.
- Consistent overspending in categories may require budget adjustments.
- All supporting documents should be retained for verification and audits.
- Regular review ensures effective and responsible financial management.