

# Project-wise Monthly Budget Statement

## Project Details

Project Name		Project Code	
Reporting Month		Prepared By	

## Monthly Budget Statement

S.No.	Budget Head	Budget for the Month		Actuals for the Month		Variance	Remarks
		Amount (â‚,')	YTD (â‚,')	Amount (â‚,')	YTD (â‚,')		
1	Salaries & Wages						
2	Materials						
3	Travel						
4	Other Expenses						
Total							

## Important Notes

- This statement should be prepared and reviewed monthly for effective budget monitoring.
- All figures should be supported by relevant documents and vouchers.
- Any significant variance should be explained in the remarks column.
- This format can be customized as per the specific needs of the organization or project.
- Ensure all calculations and entries are double-checked for accuracy before submission.