

# 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 (₹)	YTD (₹)	Amount (₹)	YTD (₹)		
1	Salaries & Wages	_____	_____	_____	_____	_____	_____
2	Materials	_____	_____	_____	_____	_____	_____
3	Travel	_____	_____	_____	_____	_____	_____
4	Other Expenses	_____	_____	_____	_____	_____	_____
<b>Total</b>		_____	_____	_____	_____	_____	_____

## 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.