

Summary Sheet: Monthly Expenditure Budget

For: June 2024

Category	Budgeted Amount	Actual Amount	Variance	Remarks
Housing	\$1,200	\$1,200	\$0	On target
Utilities	\$200	\$195	+\$5	Under budget
Food & Groceries	\$400	\$410	-\$10	Over budget
Transportation	\$150	\$140	+\$10	Under budget
Healthcare	\$100	\$120	-\$20	Prescription expense
Entertainment	\$80	\$65	+\$15	Under budget
Miscellaneous	\$70	\$50	+\$20	Under budget
Total Budgeted Amount				\$2,200
Total Actual Expenditure				\$2,180
Total Variance				+\$20

Important Notes:

- This summary sheet provides a comparison between planned and actual monthly expenditures by category.
- Tracking variances helps identify areas that need better budget control or adjustment.
- Supporting documents (invoices, receipts) should be kept for audit and reference.
- Regular review of this sheet supports informed financial decisions and better forecasting.