

Departmental Budget Distribution Overview Sheet

Overview

This document provides a summary of the budget distribution across departments for the fiscal year 2024. The overview includes allocations, expenditures to date, and remaining budget.

Department	Allocated Budget	Spent to Date	Remaining	Notes
Human Resources	\$250,000	\$145,800	\$104,200	Recruitment ongoing
Finance	\$300,000	\$172,350	\$127,650	Year-end audit pending
Marketing	\$180,000	\$89,500	\$90,500	Q2 campaign planned
IT	\$225,000	\$157,900	\$67,100	Software upgrade Q3
Operations	\$350,000	\$214,750	\$135,250	Equipment purchase Q4

Important Notes

- Ensure all expenditures adhere to departmental policies and allocated limits.
- Update this sheet monthly for accuracy and timely decision-making.
- Review variances between planned and actual spending to identify financial trends.
- This document serves as a reference for audits and financial reporting.
- Collaboration with department heads is essential for maintaining up-to-date data.