

Budget and Expenditure Progress Report

Date: 2024-06-15

Reporting Period: Jan 2024 - May 2024

Project Details

Project Title:	Community Health Outreach Project
Project Manager:	Jane Doe
Department:	Health Services
Funding Source:	ABC Foundation

Budget Expenditure Summary

Budget Item	Approved Budget (USD)	Expenditure to Date (USD)	Balance (USD)	% Utilized
Personnel	20,000	12,500	7,500	62.5%
Equipment & Supplies	8,000	5,200	2,800	65.0%
Travel	3,000	1,200	1,800	40.0%
Workshops/Training	4,000	2,500	1,500	62.5%
Other Costs	2,000	1,000	1,000	50.0%
Total	37,000	22,400	14,600	60.5%

Important Notes

- Report should be accompanied by supporting documents for expenditures.
- Ensure that all figures are up to date as of the reporting period end date.
- Review discrepancies between budgeted and actual expenditure promptly.
- Document and explain significant variances in utilisation percentages.
- Regular updates promote financial transparency and accountability.