

Budget Summary Document

Project/Department

Name: **Project Alpha**

Prepared by: **Jane Doe**

Date: **2024-06-30**

Summary Table

Category	Allocated	Used	Remaining
Personnel	\$25,000	\$18,000	\$7,000
Equipment	\$10,000	\$7,500	\$2,500
Operations	\$8,000	\$4,200	\$3,800
Other	\$2,000	\$800	\$1,200
Total	\$45,000	\$30,500	\$14,500

Brief Notes

The budget reflects the planned and actual expenditures as of date. Remaining funds are expected to be allocated according to the project timeline.

Important Notes

- A budget summary provides a clear snapshot of financial allocation and utilization.
- Maintain accuracy and update regularly as expenses are incurred.
- Helps stakeholders quickly assess financial health of a project or department.
- The document should align with organizational accounting policies and procedures.
- Document should be reviewed and approved by authorized personnel.