

Departmental Budget Comparison Document

Department: _____
Fiscal Year: _____
Prepared by: _____
Date: _____

Budget Comparison Table

Budget Category	Previous Year Budget	Current Year Budget	Variance (+/-)	Notes
Salaries & Wages	_____	_____	_____	_____
Benefits	_____	_____	_____	_____
Supplies	_____	_____	_____	_____
Equipment	_____	_____	_____	_____
Travel	_____	_____	_____	_____
Other Expenses	_____	_____	_____	_____
Total	_____	_____	_____	

Summary and Observations

Important Notes

- Ensure all figures are accurate and supported by documentation.
- Clearly explain significant variances between budget years.
- Update this document regularly for effective budget monitoring.
- Include all relevant categories for comprehensive comparison.
- Obtain necessary approvals before finalizing the budget.