

Itemized Budget Comparison

Prepared by: [Your Name / Department]

Date: [MM/DD/YYYY]

Project/Activity: [Project/Activity Name]

BUDGET COMPARISON TABLE

Item Description	Proposed Budget (\$)	Actual Budget (\$)	Variance (\$)	Notes
Materials	2,000	2,300	+300	Higher prices than forecasted
Labor	4,500	4,200	-300	Less overtime required
Equipment Rental	1,200	1,350	+150	Extended rental period
Travel	800	650	-150	Fewer trips needed
Miscellaneous	500	450	-50	
Total	9,000	8,950	-50	

SUMMARY

Overall, the actual expenses closely matched the proposed budget, with a slight underrun mainly due to labor and travel savings offsetting higher materials and rental costs. For further details, see individual item notes above.

Prepared by

Approved by

Important Notes

- Ensure all actual expenses are backed by appropriate documentation or receipts.
- Clearly note any significant variances and provide justifications for deviations.
- Update this document regularly as project costs are finalized.
- This comparison helps in forecasting future budgets and improving financial accuracy.
- Review by relevant stakeholders is recommended before finalizing.