

Monthly Actual vs. Estimated Budget Comparison Form

Month: _____

Prepared By: _____

Department/Project: _____

Date: _____

| Category | Estimated Budget (\$) | Actual Expenses (\$) | Variance (\$) | Remarks |
|------------------|-----------------------|----------------------|---------------|---------|
| Salaries & Wages | _____ | _____ | _____ | _____ |
| Office Supplies | _____ | _____ | _____ | _____ |
| Utilities | _____ | _____ | _____ | _____ |
| Travel Expenses | _____ | _____ | _____ | _____ |
| Other | _____ | _____ | _____ | _____ |
| Total | _____ | _____ | _____ | _____ |

Prepared By

Reviewed/Approved By

Important Notes:

- This form should be completed and reviewed monthly to monitor budget adherence.
- Variances should be analyzed and explained in the remarks column for transparency.
- Accurate documentation ensures effective budget management and supports organizational accountability.
- Retain supporting receipts and records for each expense listed.
- Obtain necessary approvals before submitting finalized forms.