

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.