

# Overview of Budget Comparison Documentation Formats

## Document Information

<b>TITLE</b>	Budget Comparison: Fiscal Year 2023-2024
<b>PREPARED BY</b>	Finance Department
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## Comparison Table

CATEGORY	BUDGET 2023 (A)	BUDGET 2024 (B)	DIFFERENCE (B-A)	% CHANGE
Personnel	\$500,000	\$520,000	\$20,000	4%
Operations	\$150,000	\$140,000	-\$10,000	-6.7%
Equipment	\$80,000	\$90,000	\$10,000	12.5%
Miscellaneous	\$20,000	\$17,000	-\$3,000	-15%

## Summary & Recommendation

The 2024 budget indicates a slight overall increase due to higher personnel and equipment expenses, while operational and miscellaneous costs are projected to decrease. Continued monitoring and periodic reviews are recommended to ensure financial objectives are met and allocations remain aligned with organizational goals.

## Important Notes

- Ensure the accuracy of all figures and calculations before finalizing the document.
- Document any assumptions or forecasting methodologies used for the comparison.
- Regularly update and review budget comparison documents for transparency and accountability.
- Include references to relevant supporting documents or data sources.
- Maintain clear version control and revision history for audit purposes.