

Actual vs. Estimated Budget Report

Standard Template

Project Name:

Report Period:

Prepared By:

Date:

Category	Estimated Budget	Actual Spend	Variance	Remarks
Personnel	<div></div>	<div></div>	<div></div>	<div></div>
Materials	<div></div>	<div></div>	<div></div>	<div></div>
Equipment	<div></div>	<div></div>	<div></div>	<div></div>
Travel	<div></div>	<div></div>	<div></div>	<div></div>
Other	<div></div>	<div></div>	<div></div>	<div></div>
Total	<div></div>	<div></div>	<div></div>	

- Important Notes:**
- Ensure all actual figures are supported by valid documentation.
 - Variances should be explained in the remarks column.
 - Review and update the report regularly to track progress and address deviations.
 - This report is important for financial transparency and accountability.