

Actual vs. Estimated Budget Report

Standard Template

Project Name: _____

Report Period: _____

Prepared By: _____

Date: _____

Category	Estimated Budget	Actual Spend	Variance	Remarks
Personnel	_____	_____	_____	_____
Materials	_____	_____	_____	_____
Equipment	_____	_____	_____	_____
Travel	_____	_____	_____	_____
Other	_____	_____	_____	_____
Total	_____	_____	_____	

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.