

Budget Deviation Justification Summary

Project Name:	Community Health Initiative
Department:	Public Health Programs
Prepared By:	Jane Doe
Date:	2024-06-28
Reporting Period:	Q1 2024

Summary of Budget Deviation

Original Budget	\$100,000
Actual Expenditure	\$113,500
Difference	\$13,500 (Over Budget)
Percentage Deviation	13.5%

Justification for Deviation

The over-expenditure primarily resulted from increased outreach activities exceeding initial projections. Additional community workshops were required to meet stakeholder engagement targets. Unanticipated rises in supply and transportation costs also contributed to the deviation. All expenses were reviewed and deemed essential for achieving project objectives.

Corrective Actions and Recommendations

- Implement more frequent budget monitoring to identify and address variances earlier.
- Increase contingency allowances for future budgeting cycles.
- Negotiate bulk purchase agreements to minimize supply cost increases.

Important Notes

- This summary should accompany detailed financial reports for transparency.
- All variances above the organization's threshold must be fully justified.
- Attach documentation supporting major expense deviations when possible.
- Submit the completed summary to finance and management for review and approval.