

# Budget Breakdown Summary Report

## Project Information

Project Name	Sample Community Outreach Program
Prepared by	Jane Doe
Date	2024-06-20
Reporting Period	Q2 2024

## Budget Breakdown

Category	Allocated Budget	Actual Spent	Variance	Notes
Personnel	\$15,000	\$14,500	\$500	Under budget
Supplies & Materials	\$7,000	\$7,320	-\$320	Minor overage
Equipment	\$5,000	\$4,800	\$200	-
Travel	\$3,000	\$2,100	\$900	Savings on local travel
Other Expenses	\$2,000	\$2,050	-\$50	Miscellaneous
Total	\$32,000	\$30,770	\$1,230	

## Summary & Key Findings

The project was completed within the allocated budget. Minor overages in Supplies & Materials and Other Expenses were offset by savings in Personnel and Travel. No major variances or unexpected expenses occurred during this reporting period.

### Important Notes

- Ensure all actual expenditures are supported by receipts or documentation.
- Any budget variances should be explained in the Notes column.
- Regularly update this report for effective financial monitoring.
- Use this summary for internal review and stakeholder reporting.
- Review guidelines for allowable costs prior to report preparation.