

Quarterly Budget vs. Actual Analysis

Department/Project: Marketing Department
Quarter: Q1 2024
Prepared by: J. Smith
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Category	Budget (USD)	Actual (USD)	Variance (USD)	Variance (%)	Comments
Salaries & Wages	45,000	44,800	-200	-0.4%	Within expected range
Advertising	15,000	16,350	+1,350	+9.0%	Digital campaigns exceeded plan
Travel	5,000	3,800	-1,200	-24.0%	Fewer events attended
Supplies	2,500	2,420	-80	-3.2%	On budget
Miscellaneous	1,500	1,650	+150	+10.0%	Unexpected subscriptions
Total	69,000	69,020	+20	+0.03%	

Important Notes

- Budget vs. Actual analysis helps identify variances and supports better financial management.
- Document all significant deviations with clear explanations and action plans.
- Prepare this analysis quarterly to ensure proactive monitoring of financial performance.
- Consistency in category definitions is essential for accurate comparison.
- Use this document for decision-making and strategy adjustments.