

# Financial Monitoring and Budget Utilization Table

No.	Budget Item	Allocated Budget	Expenditure to Date	Balance	Remarks
1	Salaries & Wages	\$25,000	\$12,500	\$12,500	On track
2	Office Supplies	\$3,000	\$2,200	\$800	Remaining Q4 purchases
3	Equipment	\$10,000	\$9,200	\$800	Final payment pending
4	Travel & Transportation	\$7,000	\$5,000	\$2,000	Projected business trips
5	Training	\$2,500	\$1,250	\$1,250	Upcoming workshop
	<b>Total</b>	<b>\$47,500</b>	<b>\$30,150</b>	<b>\$17,350</b>	

## Important Notes

- Regular updates and timely entries ensure data accuracy and budget compliance.
- Balances should be monitored to detect overspending or underutilization early.
- Remarks help provide context and track outstanding actions for each budget item.
- This document supports transparency and accountability in financial management.
- Adjustments and approvals should be documented separately if reallocations are needed.