

Departmental Expense Variance Analysis Report

For the month ended: May 31, 2024

Department: Marketing

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Date: June 5, 2024

Expense Category	Budgeted Amount (\$)	Actual Amount (\$)	Variance (\$)	% Variance	Remarks
Advertising	8,000	9,200	+1,200	+15%	Additional online campaign in Q2
Events & Promotions	3,500	3,000	-500	-14%	Rescheduled event to next month
Travel	2,000	2,180	+180	+9%	Increased client visits
Supplies	1,200	1,100	-100	-8%	Bulk purchases reduced cost
Total	14,700	15,480	+780	+5.3%	

Important Notes:

- This report compares actual departmental expenses against budgeted figures to highlight variances.
- Positive variance indicates overspending; negative variance indicates savings.
- All material variances should be explained in the "Remarks" column for management review.
- Regular variance analysis helps to control costs and improve future budgeting accuracy.
- Timely submission of variance reports is essential for effective financial oversight.