

Quarterly Budget Comparison Report

Report Period: Q1 2024

Department/Project:

Prepared By:

Date:

Budget Comparison

Category	Previous Quarter Actual	Current Quarter Budget	Current Quarter Actual	Variance (\$)	Variance (%)	Notes
Salaries & Wages						
Office Supplies						
Travel & Meetings						
Utilities						
Miscellaneous						
Total						

Comments & Action Plan