

Departmental Budget Report



Company Name: _____	Report Period: _____	Prepared By: _____	Date: _____
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[illegible]

SUBTOTAL – MARKETING & BUSINESS DEVELOPMENT													
TRAVEL & ACCOMMODATION													
Domestic Business Travel													
International Business Travel													
Hotel & Accommodation													
Meals & Per Diem													
Ground Transport / Car Rental													
SUBTOTAL – TRAVEL & ACCOMMODATION													
FACILITIES & OVERHEADS													
Allocated Office Rent													
Utilities – Electricity & Water													
Cleaning & Janitorial													
Security Services													
General Insurance													
SUBTOTAL – FACILITIES & OVERHEADS													
CAPITAL EXPENDITURE (DEPT. ALLOCATED)													
Furniture & Fixtures													
IT Equipment													
Specialized Equipment													
Other CapEx													
SUBTOTAL – CAPITAL EXPENDITURE (DEPT. ALLOCATED)													
TOTAL DEPARTMENT BUDGET													

Budget Utilization Summary:

Quarter	Budget	Actual Spend	Variance	Utilization %	Status
Q1					
Q2					
Q3					
Q4					
Full Year					

Department Head Signature: _____

Finance Approval Signature: _____

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