

Financial Report Sample for Project Management

A **financial report sample** for project management highlights key budgetary details, expenditures, and financial forecasts. It provides a clear overview of project costs, funding sources, and resource allocations to ensure transparency and informed decision-making. This report serves as a critical tool for tracking financial performance throughout the project lifecycle.

1. Project Overview

Project Name	Website Redesign Initiative
Project Manager	Jane Smith
Reporting Period	Q1 2024

2. Budget Summary

Category	Budgeted Amount (\$)	Actual Expenditure (\$)	Variance (\$)
Personnel	60,000	58,500	+1,500
Equipment	25,000	27,200	-2,200
Software Licenses	8,000	7,800	+200
Consulting Fees	12,000	10,500	+1,500
Total	105,000	104,000	+1,000

3. Funding Sources

Source	Amount (\$)	Percentage (%)
Internal Budget Allocation	60,000	57.1
External Grant	30,000	28.6
Sponsorship	15,000	14.3
Total	105,000	100

4. Resource Allocation

Resource	Budget (%)	Current Utilization (%)
Staffing	57	56
IT Infrastructure	24	26
Professional Services	11	10
Miscellaneous	8	8

5. Financial Forecast

Based on current expenditure trends, the project is expected to remain within budget. Minor overspending in equipment has been offset by savings in personnel and consulting fees. Continued monitoring is recommended to ensure the project meets its financial objectives.

6. Summary & Recommendations

- Overall project spending is on track with planned budget allocations.
- Monitor equipment expenditures to avoid further budget deviations.
- Maintain regular reporting for transparency and proactive management.