

# Project-Based Financial Summary Report Sample

This **project-based financial summary report sample** provides a clear overview of expenses, revenues, and budget performance for a specific project. It helps stakeholders track financial progress and make informed decisions. Utilizing this report ensures transparency and efficient resource management.

## Project Information

Project Name	Website Redesign Initiative
Project Manager	Jane Smith
Reporting Period	Q1 2024
Date of Report	2024-04-10

## Financial Summary

Description	Budgeted Amount (\$)	Actual Expense (\$)	Variance (\$)
Personnel	50,000	48,500	+1,500
Software & Tools	10,000	12,200	-2,200
Marketing	8,000	6,800	+1,200
Miscellaneous	2,000	1,750	+250
<b>Total</b>	<b>70,000</b>	<b>69,250</b>	<b>+750</b>

## Revenue Summary

Source	Amount Received (\$)
Client Payments	80,000
Grants & Sponsorship	10,000
<b>Total Revenue</b>	<b>90,000</b>

## Budget Performance

Performance Metric	Amount (\$)
Net Revenue (Total Revenue - Total Expenses)	20,750
Budget Utilization (%)	98.2%

## Notes & Recommendations

- Project expenses are within the allocated budget.
- Software & Tools costs exceeded the budgeted amount; recommend reviewing software licensing for efficiency.
- Overall budget utilization is optimal, indicating effective resource management.

Prepared by: Finance Department