

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
Total	70,000	69,250	+750

Revenue Summary

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

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