

Payroll Summary Report by Department

The **payroll summary report by department** provides a concise overview of employee compensation costs categorized by each department. It helps organizations track salary expenses, bonuses, and deductions to manage budgets effectively. This report is essential for financial planning and auditing purposes.

| Department | No. of Employees | Base Salary | Bonuses | Deductions | Total Payroll Cost |
|-----------------|------------------|-------------|----------|------------|--------------------|
| Sales | 15 | \$120,000 | \$8,500 | \$2,100 | \$126,400 |
| Marketing | 10 | \$78,000 | \$4,600 | \$1,400 | \$81,200 |
| Engineering | 20 | \$190,000 | \$13,000 | \$3,000 | \$200,000 |
| Human Resources | 6 | \$42,000 | \$2,400 | \$900 | \$43,500 |
| Total | 51 | \$430,000 | \$28,500 | \$7,400 | \$451,100 |