

# Financial Report Sample: Budget Variance Analysis

This **financial report sample** provides a clear overview of budget variance analysis, highlighting discrepancies between projected and actual expenditures. It helps businesses identify areas of financial efficiency and potential cost overruns. Detailed charts and explanations facilitate informed decision-making and strategic planning.

## Budget Variance Table

| Category        | Budgeted Amount (\$) | Actual Amount (\$) | Variance (\$) | Variance (%) |
|-----------------|----------------------|--------------------|---------------|--------------|
| Revenue         | 120,000              | 125,500            | +5,500        | +4.6%        |
| Salaries        | 40,000               | 42,500             | -2,500        | -6.3%        |
| Office Supplies | 8,000                | 7,200              | +800          | +10.0%       |
| Marketing       | 15,000               | 18,000             | -3,000        | -20.0%       |
| Utilities       | 3,500                | 3,200              | +300          | +8.6%        |
| Miscellaneous   | 2,500                | 2,100              | +400          | +16.0%       |
| <b>Total</b>    | <b>169,000</b>       | <b>172,500</b>     | <b>+3,500</b> | <b>+2.1%</b> |

### Analysis Summary

- Revenue** exceeded budget expectations by **\$5,500** (4.6%).
- Salaries** overspent by **\$2,500** mainly due to unexpected overtime and temporary hires.
- Marketing** exceeded the planned budget by **\$3,000** because of a new ad campaign launch.
- Other categories demonstrated positive variances, indicating areas of cost-saving and financial efficiency.

**Recommendations:** Monitor salary and marketing expenditures closely. Consider reallocating surplus from office supplies and utilities to cover necessary cost overruns while maintaining overall budget integrity.