[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Monthly Budget Planner

Keeping spending inside the plan: budget by category, actual spend, variance, and notes, reviewed monthly.

Document: Monthly Budget Planner
Prepared by: _____ **Owner:** _____

Version: 2.0
Date: _____ **Review date:** _____
Department / project: _____ **Budget owner:** _____
Budget month: _____ **Total monthly budget:** _____
Budget by category

Category	Budgeted	Notes

Actual spend

Category	Actual spend	Committed (ordered, not yet paid)

Variance

Category	Budgeted	Actual + committed	Variance	Variance %

[Company name]

Category	Budgeted	Actual + committed	Variance	Variance %

Notes and explanations

Category	Explanation for the variance

Total budget: _____
Total actual + committed: _____
Overall variance: _____
Next month adjustments

Category	Next month budget	Change and reason

Prepared by: _____ **Reviewed by:** _____

Sign-off
Budget owner sign-off and date: _____

Checklist
[ ] Every category shows budgeted, actual, committed, and variance.
[ ] Variances are explained, not just reported as numbers.
[ ] Next month's budget is adjusted and signed by the budget owner.