[Company name]

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Monthly Budget Planner

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

Document	Monthly Budget Planner
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Version	2.0
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**

Department / project	**[Department / project]**
Budget owner	**[Budget owner]**
Budget month	**[Budget month]**
Total monthly budget	**[Total monthly budget]**

Budget by category

Category	Budgeted	Notes

[Company name]

Actual spend

Category	Actual spend	Committed (ordered, not yet paid)

Variance

Category	Budgeted	Actual + committed	Variance	Variance %

Notes and explanations

Category	Explanation for the variance

[Company name]

Category	Explanation for the variance

Total budget	Total actual + committed	Overall variance
[Amount]	[Amount]	[Amount]

Next month adjustments

Category	Next month budget	Change and reason

Prepared by	
Reviewed by	[Finance contact]

Sign-off

Budget owner sign-off and date	

[Company name]

Checklist

Done	Check
	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.