[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. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Project Budget Tracker

Budget by work package, a spend log for every cost as it happens, variance notes that explain the gaps, and a forecast of the final spend.

Item	Detail
Project	[Project name]
Document	[Title of this document]
Prepared by	[Name and role of the person who prepared this document]
Project manager	[Name and role of the project manager]
Sponsor	[Name and role of the project sponsor]
Date of this document	[Date of this document]
Version	[Version number of this document]
Budget baseline date	[Date on which the budget baseline was approved]
Budget approver	[Name and role of the person who approved the budget]
Reporting period	[Reporting period covered by this tracker]

1. Summary

Summary measure	Amount	Note
Approved budget	[Approved budget for the project]	[Note on the approved budget]
Actual spend to date	[Actual spend to date]	[Note on actual spend to date]
Committed but not yet spent	[Amount committed but not yet spent]	[Note on committed amounts]

Forecast at completion	[Forecast amount at completion]	[Note on the forecast at completion]
Forecast variance	[Forecast variance against the approved budget]	[Explanation of the forecast variance]
Budget remaining	[Budget remaining]	[Note on budget remaining]

Variance is actual spend minus the approved budget. A positive variance means spend above budget; a negative variance means spend below budget. Variance percentage is variance divided by the approved budget.

2. Budget by work package

Work package or cost category	Approved budget	Actual spend	Committed	Total forecast	Variance	Variance %	Status
[Work package or cost category]	[Approved budget for this work package or cost category]	[Actual spend for this work package or cost category]	[Amount committed for this work package or cost category]	[Total forecast for this work package or cost category]	[Variance for this work package or cost category]	[Variance percentage for this work package or cost category]	[Budget status for this work package or cost category]
[Work package or cost category]	[Approved budget for this work package or cost category]	[Actual spend for this work package or cost category]	[Amount committed for this work package or cost category]	[Total forecast for this work package or cost category]	[Variance for this work package or cost category]	[Variance percentage for this work package or cost category]	[Budget status for this work package or cost category]
[Work package or cost category]	[Approved budget for this work package or cost category]	[Actual spend for this work package or cost category]	[Amount committed for this work package or cost category]	[Total forecast for this work package or cost category]	[Variance for this work package or cost category]	[Variance percentage for this work package or cost category]	[Budget status for this work package or cost category]
[Work package or cost category]	[Approved budget for this work package or cost category]	[Actual spend for this work package or cost category]	[Amount committed for this work package or cost category]	[Total forecast for this work package or cost category]	[Variance for this work package or cost category]	[Variance percentage for this work package or cost category]	[Budget status for this work package or cost category]

Total approved budget: [Total approved budget for the project]

[Company name]

Total actual spend: [Total actual spend]

Contingency: [Contingency amount held, and the approval needed to draw on it]

3. Spend log

Log every cost in this section as it happens, one row per cost, so that actual spend in section 2 can always be traced back to individual entries.

Date	Expense reference	Work package or cost category	Description of the cost	Supplier or payee	Amount	Payment status	Logged by
[Date of this cost]	[Expense reference for this cost]	[Work package or cost category for this cost]	[Description of this cost]	[Supplier or payee for this cost]	[Amount of this cost]	[Payment status of this cost]	[Name and role of the person who logged this cost]
[Date of this cost]	[Expense reference for this cost]	[Work package or cost category for this cost]	[Description of this cost]	[Supplier or payee for this cost]	[Amount of this cost]	[Payment status of this cost]	[Name and role of the person who logged this cost]
[Date of this cost]	[Expense reference for this cost]	[Work package or cost category for this cost]	[Description of this cost]	[Supplier or payee for this cost]	[Amount of this cost]	[Payment status of this cost]	[Name and role of the person who logged this cost]
[Date of this cost]	[Expense reference for this cost]	[Work package or cost category for this cost]	[Description of this cost]	[Supplier or payee for this cost]	[Amount of this cost]	[Payment status of this cost]	[Name and role of the person who logged this cost]

4. Variance notes

Every work package with a material variance gets a note here. A variance with no explanation is not yet under control.

Work package or cost category	Variance	Reason for the variance	Action taken	Owner	Date action is due
[Work package or cost category]	[Variance for this work package or cost category]	[Reason for this variance]	[Action taken on this variance]	[Name and role of the owner of this action]	[Date this action is due]

[Work package or cost category]	[Variance for this work package or cost category]	[Reason for this variance]	[Action taken on this variance]	[Name and role of the owner of this action]	[Date this action is due]

5. Budget sign-off

Sign-off confirms that the figures in this tracker have been reviewed and that the forecast at completion is the current working forecast for the project.

Sign-off	Name	Role	Date
Project manager	[Full name of the signatory]	[Role of the signatory]	[Date of signing]
Budget approver	[Full name of the signatory]	[Role of the signatory]	[Date of signing]