**Financial Line Item Budget Form**

### **Company/Department Information**

* **Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Budget Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **Expense Categories**

| **Expense Type** | **Budgeted Amount** | **Actual Amount** | **Difference** |
| --- | --- | --- | --- |
| **Payroll Expenses** | **$\_\_\_\_\_\_** | **$\_\_\_\_\_\_** | **$\_\_\_\_\_\_** |
| **Rent & Utilities** | **$\_\_\_\_\_\_** | **$\_\_\_\_\_\_** | **$\_\_\_\_\_\_** |
| **Equipment Purchases** | **$\_\_\_\_\_\_** | **$\_\_\_\_\_\_** | **$\_\_\_\_\_\_** |
| **Travel & Entertainment** | **$\_\_\_\_\_\_** | **$\_\_\_\_\_\_** | **$\_\_\_\_\_\_** |
| **Office Supplies** | **$\_\_\_\_\_\_** | **$\_\_\_\_\_\_** | **$\_\_\_\_\_\_** |

### **Final Approval**

* **Finance Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Department Head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**