

# 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: \_\_\_\_\_