

Budget to Actuals Narrative

How to read your Budget to Actuals Report?

For Fiscal Year (B) _____, the starting budget for the year is (C) \$_____.

As of period (A) _____, total revenue collected through permits, programs or donations is (D) \$_____ which means we are (F) _____% percentage of revenue needed of the starting budget. Remaining revenue to generate/collect is (E) \$_____.

The starting Expense Budget for the year is (G) \$_____. As of period (b) _____, total encumbrances allocated/tied to Purchase Orders is (H)\$_____. The total expenses paid out so far is (I)\$_____ which is (K) _____ % of the total expenses budgeted. There is (J) \$_____ expense budget left to be used.

The balance of funds available to date is Revenue Actuals (D)\$_____ minus Expense actuals (I) \$_____ which equals balance of funds available (L) \$_____.

Note: Negative numbers on the report equal positive numbers.