

[Company Name]

## Overview:

[Brief description of the budget report and it's time period]

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## Income

<i>Description</i>	<i>Budget</i>	<i>Final Cost</i>
[Type of income 1]	[Budget income 1]	[Final income cost 1]
[Type of income 2]	[Budget income 2]	[Final income cost 2]
[Type of income 3]	[Budget income 3]	[Final income cost 3]
Total	[Total of projected income numbers]	[Total of actual final income cost]
Profit or loss total	[Total amount]	

## Expenses

<i>Description</i>	<i>Budget</i>	<i>Final Cost</i>
[Department area 1]	[Amount to spend 1]	[Expenditure amount 1]
[Department area 2]	[Amount to spend 2]	[Expenditure amount 2]
[Department area 3]	[Amount to spend 3]	[Expenditure amount 3]
Total	[Total of projected expense numbers]	[Total of actual expense numbers]
Costs overrun	[Number saved or overdrew]	
Analysis	[Explain the results received from the budget report. Did company go over or under projected costs and overall financial status]	