

FINANCIAL RECONCILIATION WORKSHEET

Budget vs. Actual Expenses

Project Name: _____
Grant/Loan Number: _____

Instructions

1. Enter the approved budget amount for each category from your funding agreement.
2. Enter the actual expenses incurred for each category.
3. Calculate the variance (Actual - Approved Budget).
4. Calculate the variance percentage (Variance ÷ Approved Budget × 100).
5. Check the box if variance exceeds ±10%.
6. Provide written explanation for any variance exceeding ±10%.

Budget Reconciliation

Budget Category	Approved Budget	Actual Expenses	Variance (\$)	Variance (%)	>10%?
Personnel/Salaries					<input type="checkbox"/>
Fringe Benefits					<input type="checkbox"/>
Contractual Services					<input type="checkbox"/>
Construction					<input type="checkbox"/>
Equipment					<input type="checkbox"/>
Supplies					<input type="checkbox"/>
Travel					<input type="checkbox"/>
Other					<input type="checkbox"/>
TOTAL					

Explanation of Variances Exceeding ±10%

For any budget category where variance exceeds ±10%, provide a detailed explanation:

Category: _____

Explanation:

Category: _____

Explanation:

