Ashford Business Services Ltd

Project Budget Tracker

Budget by work package, a spend log for every cost as it happens, variance notes that explain the gaps, and a forecast of the final spend.

Item	Detail
Project	Sarah Mitchell
Document	Project Budget Tracker
Prepared by	Sarah Mitchell
Project manager	James Patel
Sponsor	Sarah Mitchell
Date of this document	9 November 2026
Version	1.0
Budget baseline date	9 November 2026
Budget approver	Sarah Mitchell
Reporting period	November 2026

1. Summary

Summary measure	Amount	Note
Approved budget	Approved budget for the project	Note on the approved budget as agreed at the meeting.
Actual spend to date	9 November 2026	9 November 2026
Committed but not yet spent	£45.00	£45.00
Forecast at completion	£45.00	Note on the forecast at completion as agreed at the meeting.
Forecast variance	Forecast variance against the approved budget	Explanation of the forecast variance
Budget remaining	Budget remaining	Note on budget remaining as agreed at the meeting.

Variance is actual spend minus the approved budget. A positive variance means spend above budget; a negative variance means spend below budget. Variance percentage is variance divided by the approved budget.

Ashford Business Services Ltd

2. Budget by work package

Work package or cost category	Approved budget	Actual spend	Committed	Total forecast	Variance	Variance %	Status
£45.00	£45.00	£45.00	£45.00	£45.00	£45.00	£45.00	£45.00
£120.00	£120.00	£120.00	£120.00	£120.00	£120.00	£120.00	£120.00
£850.00	£850.00	£850.00	£850.00	£850.00	£850.00	£850.00	£850.00
£1,250.00	£1,250.00	£1,250.00	£1,250.00	£1,250.00	£1,250.00	£1,250.00	£1,250.00

Total approved budget: £45.00

Total actual spend: £45.00

Contingency: £45.00

3. Spend log

Log every cost in this section as it happens, one row per cost, so that actual spend in section 2 can always be traced back to individual entries.

Date	Expense reference	Work package or cost category	Description of the cost	Supplier or payee	Amount	Payment status	Logged by
9 November 2026	JOB-1042	£45.00	£45.00	£45.00	£45.00	£45.00	£45.00
9 November 2026	JOB-1042	£120.00	£120.00	£120.00	£120.00	£120.00	£120.00
9 November 2026	JOB-1042	£850.00	£850.00	£850.00	£850.00	£850.00	£850.00
9 November 2026	JOB-1042	£1,250.00	£1,250.00	£1,250.00	£1,250.00	£1,250.00	£1,250.00

4. Variance notes

Every work package with a material variance gets a note here. A variance with no explanation is not yet under control.

Work package or cost category	Variance	Reason for the variance	Action taken	Owner	Date action is due

£2,400.00	£2,400.00	Reason for this variance as agreed at the meeting.	Action taken on this variance as agreed at the meeting.	Helen Morris	23 November 2026
£45.00	£45.00	Reason for this variance as agreed at the meeting.	Action taken on this variance as agreed at the meeting.	Helen Morris	23 November 2026

5. Budget sign-off

Sign-off confirms that the figures in this tracker have been reviewed and that the forecast at completion is the current working forecast for the project.

Sign-off	Name	Role	Date
Project manager	Sarah Mitchell	Role of the signatory	9 November 2026
Budget approver	Sarah Mitchell	Role of the signatory	9 November 2026