

Budget Variance Overview

Date: [Insert Date]

To: [Auditor's Name]

From: [Your Name]

Subject: Budget Variance Overview

Dear [Auditor's Name],

Please find below the budget variance overview for the period ending [Insert Period]. This report summarizes the key variances in our financial performance.

Executive Summary

The total budgeted amount for the period was \$[Insert Budgeted Amount], while the actual amount spent was \$[Insert Actual Amount]. This results in a variance of \$[Insert Variance Amount].

Detailed Variance Analysis

Category	Budgeted Amount	Actual Amount	Variance	Comments
[Category 1]	[\$[Insert Amount]]	[\$[Insert Amount]]	[\$[Insert Amount]]	[Insert Comments]
[Category 2]	[\$[Insert Amount]]	[\$[Insert Amount]]	[\$[Insert Amount]]	[Insert Comments]

Conclusion

The variances highlighted above are important for assessing the financial health of our operations. We are currently taking steps to address significant variances to align with our budgetary goals.

If you have any questions or require further information, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]