

Budget Reconciliation Statement

Date: [Insert Date]

To: [Recipient's Name]

Fiscal Management Service

[Recipient's Address]

Dear [Recipient's Name],

We are submitting the budget reconciliation statement for the fiscal year [Insert Year]. This document outlines the financial transactions and adjustments made in relation to our approved budget.

Summary of Budget Reconciliation

Category	Approved Budget	Actual Expenditure	Variance
[Category Name]	[\$Amount]	[\$Amount]	[\$Amount]

Notes

[Insert any additional notes or explanations regarding variances and adjustments here.]

We appreciate your attention to this matter and look forward to your feedback.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]