

# SIMPLE PROJECT BUDGET TEMPLATE

User to complete non-shaded cells only.

						LABOR			MATERIALS			FIXED			BALANCE		
TASK	DESCRIPTION	STATUS	PLANNED START DATE	ACTUAL START DATE	END DATE	HR	\$/HR	TOTAL LABOR	UNITS	\$/UNITS	TOTAL MATERIALS	TRAVEL	EQUIPMENT / SPACE	MISC.	BUDGET	ACTUAL	UNDER/OVER
PROJECT 1																	
Task		Not Started				4.0	\$40.00	\$160	12.0	\$15.00	\$180	\$500	\$600	\$50	\$ 200	\$ 1,490	\$ 1,290
Task		In Progress				8.0	\$15.00	\$120	22.0	\$14.00	\$308	\$200	\$600	\$100	\$ 1,500	\$ 1,328	\$ (172)
Task		Complete						\$0	50.0	\$11.00	\$550			\$300	\$ 100	\$ 850	\$ 750
Subtask		Needs Review				6.0	\$10.00	\$60	44.0	\$45.00	\$1,980				\$ 2,040	\$ 2,040	\$ -
Subtask		Approved						\$0	3.0	\$500.00	\$1,500			\$7,500	\$ 12,500	\$ 9,000	\$ (3,500)
Subtask		Overdue						\$0			\$0					\$ -	\$ -
Subtask		On Hold						\$0			\$0					\$ -	\$ -
Task								\$0			\$0					\$ -	\$ -
Task								\$0			\$0					\$ -	\$ -
SUBTOTAL								\$340			\$4,518	\$700	\$1,200	\$7,950	\$ 16,340	\$ 14,708	\$ (1,632)

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PROJECT 2																	
Task		Not Started				5.0	\$50.00	\$250			\$0				\$ 200	\$ 250	\$ 50
Task		In Progress						\$0			\$0		\$1,100		\$ 1,500	\$ 1,100	\$ (400)
Task		Complete						\$0	1.0	\$150.00	\$150				\$ 100	\$ 150	\$ 50
Subtask		Needs Review						\$0			\$0	\$1,800			\$ 2,040	\$ 1,800	\$ (240)
Subtask		Approved						\$0			\$0		\$25,000		\$ 23,500	\$ 25,000	\$ 1,500
Subtask		Overdue				85.0	\$75.50	\$6,418			\$0				\$ 2,500	\$ 6,418	\$ 3,918
Subtask		On Hold						\$0			\$0					\$ -	\$ -
Task								\$0			\$0					\$ -	\$ -
Task								\$0			\$0					\$ -	\$ -
SUBTOTAL								\$6,668			\$150	\$1,800	\$26,100	\$0	\$ 29,840	\$ 34,718	\$ 4,878