

Operational Budget Tracker Template

Financial Planning & Budget Ownership — Sample Template

Instructions

Update actuals monthly against the approved budget. Variance flags anything more than 10% off plan so resourcing decisions happen before the quarter closes, not after.

Tracker — Worked Example

Category	Owner	Budgeted	Actual	Variance
Engineering & Infrastructure	Eng Lead	\$85K/mo	\$91K/mo	+7% — watch
Marketing & Growth	Marketing Lead	\$40K/mo	\$35K/mo	-12% — under
People & Recruiting	HR Lead	\$60K/mo	\$63K/mo	+5% — on track
G&A / Operations	Strategic COO	\$28K/mo	\$27K/mo	-4% — on track

Blank Tracker

Category	Owner	Budgeted	Actual	Variance

Notes

Engineering ran over due to an unplanned vendor renewal; approved as a one-time exception and logged in the decision log. [Replace with your own notes each cycle.]