Team Budget Snapshot

A simple view of planned and actual team spending, with a live remaining-budget calculation.

Review period: October 2026 | USD | Example spending; replace with your figures

Spending category	Owner	Planned (USD)	Actual (USD)	Remaining (USD)	Review note
Software subscriptions	Sam	$800	$760	$40	Annual renewal next month
Team learning	Robin	$600	$420	$180	One course still to book
Customer research	Jamie	$1,200	$1,350	($150)	Two extra interviews
Team gathering	Alex	$400	$320	$80	Final invoice received

Illustrative example. Replace the sample data with your team's information. Editable version included as a separate Excel download.
Remaining = planned minus actual. Negative means over budget. All amounts in USD; use one comparable period.

Free to adapt and share within your team. Not for resale or redistribution as a template collection.

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Team / project: _____ Period / date: _____

Spending category	Owner	Planned (USD)	Actual (USD)	Remaining (USD)	Review note

Blank worksheet - calculate totals manually. The Excel file includes automatic summaries.

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