

Simple Project Budget

Track project costs against budget with variance analysis.

HOW TO USE

1. Enter your project name, manager, and start date at the top of the Project Budget sheet.
2. Fill in budget items under each section. Blue cells are your inputs.
3. Enter the budgeted cost for each item in the Budgeted Cost column.
4. As costs are incurred, enter the actual cost in the Actual Cost column.
5. The Variance column calculates automatically. Positive figures mean over budget, negative mean under.
6. The Status column shows Over budget, On budget, or Under budget for each line.
7. The colour band shows total budget, total spent, total variance, and percentage used.

CLEARING THE SAMPLE DATA

The blue cells contain example data. Select them and press Delete to start your own budget. Section headers and totals update automatically.

REMOVING THE FOOTER CREDIT

A small OpenSheets credit prints in the page footer. You can remove it from Page Layout, Page Setup, Header/Footer.

NOTES

Blue cells are your inputs. White cells are calculated. Sheet protection is on. To unprotect, use Review, Unprotect Sheet (no password).

Free template from

[OpenSheets.co.uk](https://www.opensheets.co.uk)

Professional spreadsheet templates for UK small businesses.

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aligned.tax

MTD for Income Tax bridging and compliance for sole traders and landlords.

Simple Project Budget

Project: Office Fit-Out Project

Manager: Jane Smith

Add your logo here

Start Date: 25/06/2026

TOTAL BUDGET		TOTAL SPENT		TOTAL VARIANCE	% USED
£78,300.00		£75,480.00		(£2,820.00)	96%
LABOUR					
Labour	Project manager	£3,000.00	£3,200.00	£200.00	6.7% Over budget
Labour	Developer / contractor	£8,000.00	£7,500.00	(£500.00)	-6.3% Under budget
Labour	Designer	£2,500.00	£2,500.00	\-	0.0% On budget
Labour Subtotal		£13,500.00	£13,200.00	(£300.00)	-2.2%
MATERIALS					
Materials	Office furniture	£4,500.00	£5,100.00	£600.00	13.3% Over budget
Materials	IT equipment	£3,000.00	£2,800.00	(£200.00)	-6.7% Under budget
Materials	Signage and branding	£800.00	£950.00	£150.00	18.8% Over budget
Materials Subtotal		£8,300.00	£8,850.00	£550.00	6.6%
EQUIPMENT HIRE					
Equipment	Tools and machinery	£600.00	£450.00	(£150.00)	-25.0% Under budget
Equipment	Van hire	£400.00	£420.00	£20.00	5.0% Over budget
Equipment Subtotal		£1,000.00	£870.00	(£130.00)	-13.0%
TRAVEL AND SUBSISTENCE					
Travel	Staff travel	£300.00	£280.00	(£20.00)	-6.7% Under budget
Travel	Accommodation	£500.00	£620.00	£120.00	24.0% Over budget
Travel Subtotal		£800.00	£900.00	£100.00	12.5%
CONTINGENCY					
Contingency	General contingency	£1,500.00	£800.00	(£700.00)	-46.7% Under budget
Contingency	Risk allowance	£500.00	\-	(£500.00)	-100.0% Under budget
Contingency Subtotal		£2,000.00	£800.00	(£1,200.00)	-60.0%
OTHER					
Other	Insurance	£350.00	£350.00	\-	0.0% On budget
Other	Printing and stationery	£150.00	£190.00	£40.00	26.7% Over budget
Other Subtotal		£500.00	£540.00	£40.00	8.0%
GRAND TOTAL		£26,100.00	£25,160.00	(£940.00)	-3.6% Under budget

Check budget totals