[Your company name]
[Street address] · [City, State ZIP]
[Phone] · [Email] · [Website]
License # [License #]

Construction budget

Budget date _____
Revision # _____
Job # _____

Project _____ Client _____

Project address _____

Prepared by _____ Target completion _____

BUDGET SUMMARY

ORIGINAL BUDGET	APPROVED CHANGE ORDERS	REVISED BUDGET	COMMITTED	ACTUAL TO DATE	VARIANCE	% SPENT

Committed = signed subcontracts and purchase orders, paid or not. **Actual** = what you've paid or been billed so far. **Variance** = budgeted minus the larger of committed or actual: a plus amount is budget left, a minus amount is over budget. **% spent** = actual ÷ budgeted.

BUDGET BY COST CATEGORY

#	COST CATEGORY	BUDGETED	COMMITTED	ACTUAL TO DATE	VARIANCE	% SPENT
1	Design, plans and engineering					
2	Permits and fees					
3	General conditions					
4	Site work and demolition					
5	Concrete and foundation					
6	Framing and carpentry					
7	Roofing					
8	Siding, gutters and exterior trim					
9	Windows and doors					
10	Plumbing					
11	Electrical					
12	HVAC					
13	Insulation and drywall					
14	Cabinets and countertops					
15	Flooring and tile					
16	Paint and finishes					
17	Fixtures and appliances					
18	Cleanup and dumpsters					
19						
20						
	Subtotal: cost categories	**$**	**$**	**$**	**$**	
	Contingency (_____ % of subtotal)	$	$	$	$	
	Approved change orders (page 2)	$	$	$	$	
	Total: revised budget	**$**	**$**	**$**	**$**	

CHANGE ORDER LOG

CO #	DATE	DESCRIPTION	STATUS	PRICE TO CLIENT	COST BUDGET ADDED
		Approved change orders		**$**	**$**

Status: approved, pending or rejected. Only approved change orders count. Their cost budget goes on the Approved change orders line on page 1, and the cost of that work is charged to that line, not to the original categories.

CONTINGENCY LOG

DATE	WHAT CAME UP	CATEGORY AFFECTED	APPROVED BY	AMOUNT USED
	Total contingency used			**$**

Charge unplanned costs to the Contingency line on page 1 and list each one here. Contingency left = contingency budget minus total used.

NOTES

Allowances, assumptions, open questions, and anything waiting on the client or the designer

Prepared by

Signature

Printed name

Date

Reviewed by

Signature

Printed name

Date