

NATIONAL HO YOUTH MEET (NHYM) INDIA

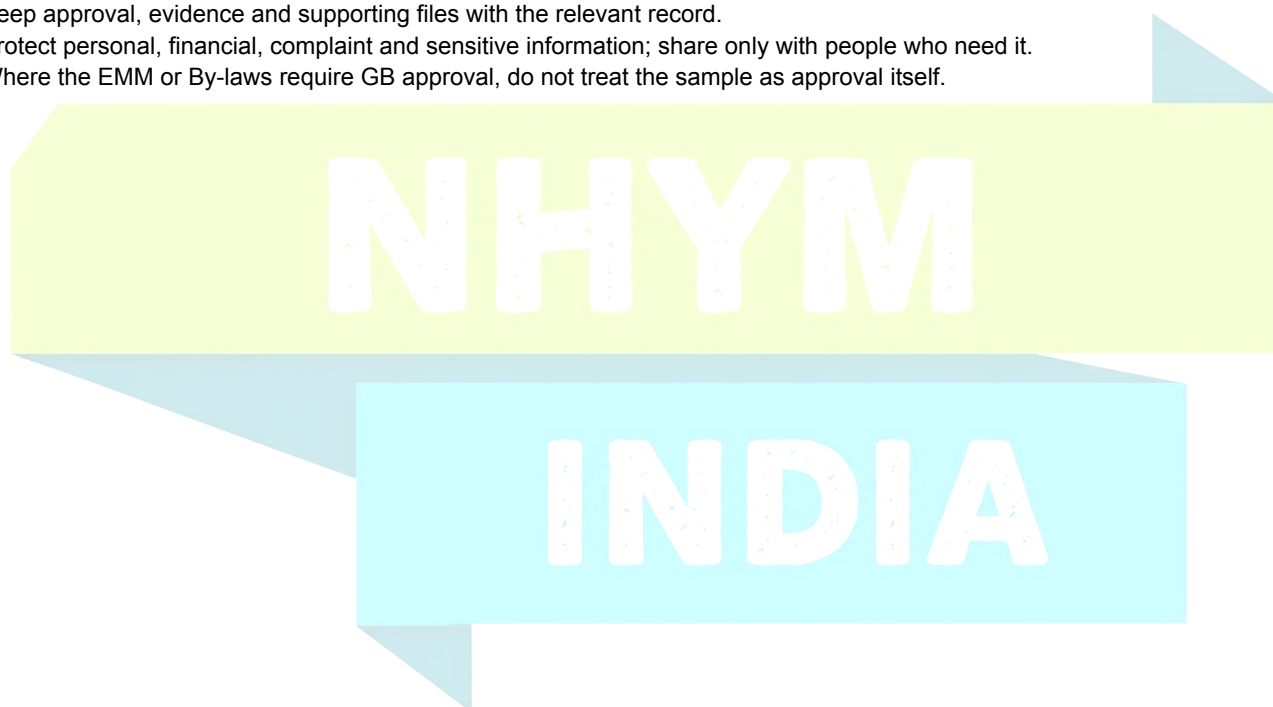
EMM V1.0 — ANNEXURE SAMPLE FORMATS

Practical sample templates for recording, reporting, approvals, funds, operations and transparency

This document contains samples only. Detailed instructions are provided separately in the “ANNEXURE FORMATS & DOCUMENT CONTROL GUIDE”.

How to use this sample book

- Use the sample as a starting layout; do not copy sample names, dates or amounts into a real record.
- Use a Form for repeated data collection, a Sheet for live lists/calculations, a Doc for proposals/minutes/reports, and PDF for approved final records.
- Fill records close to the time of the activity. Do not leave important records until the end.
- Keep approval, evidence and supporting files with the relevant record.
- Protect personal, financial, complaint and sensitive information; share only with people who need it.
- Where the EMM or By-laws require GB approval, do not treat the sample as approval itself.



ANNEXURE 1: EVENT / PROGRAMME PROPOSAL

Purpose: Start a programme with one clear proposal.

Maintained by: Host Team / proposer

Suggested format: Google Doc / Word → approved PDF

Quick fill pointers:

- State objective, date, venue, participants, activities and responsible team.
- Give a realistic budget, funding plan and key risks.
- Submit for required approval before public commitment.

Sample only — adapt names, dates, amounts and fields to the actual programme.

Field	Sample entry
Programme	NHYM 2026 Annual Event
Proposed date/venue	28–29 Nov 2026 Jamshedpur
Objective	Camp-based youth learning, culture and community building
Expected participants	250
Main activities	Learning sessions, cultural programme, discussions, networking
Estimated budget	₹8,50,000
Funding plan	Registration + sponsorship + donations
Responsible team	Jamshedpur Host Team / LOC
Key risks	Accommodation, rain, transport, electrical safety

ANNEXURE 2: EVENT APPROVAL & AUTHORITY SHEET

Purpose: Record what has been approved and what authority has been given.

Maintained by: GB Coordinator / authorised GB record owner

Suggested format: Doc / Sheet → approved PDF

Quick fill pointers:

- Record the exact decision, scope and conditions.
- Name the approving authority and date.
- Record limits or matters still requiring approval.

Sample only — adapt names, dates, amounts and fields to the actual programme.

Item	Decision / authority
Host status	Approved by GB
Event date	Approved: 28–29 Nov 2026
Venue	Approved subject to final readiness check
Registration fee	To be approved before public opening
Major programme changes	GB coordination/approval required
Public announcement	NHYM Media process + required approval

ANNEXURE 3: LOC / PROJECT TEAM FORMATION

Purpose: Record the people officially responsible for execution.

Maintained by: Host Team / LOC Coordinator

Suggested format: Sheet / Doc

Quick fill pointers:

- List name, role, department and contact.
- Confirm each person understands responsibility.
- Share final list with GB.

Sample only — adapt names, dates, amounts and fields to the actual programme.

Name	Role	Department	Contact	Status
A. Singh	LOC Representative	LOC	9XXXXXXXXXX	Confirmed
B. Toppo	Treasurer	Finance	9XXXXXXXXXX	Confirmed
C. Bara	Department Head	Food & Catering	9XXXXXXXXXX	Confirmed
D. Sundi	Department Head	Security & Safety	9XXXXXXXXXX	Confirmed

ANNEXURE 4: DEPARTMENT FORMATION & RESPONSIBILITY

Purpose: Show each department, its head and its duties.

Maintained by: LOC / Event Coordinator

Suggested format: Sheet / Doc

Quick fill pointers:

- Keep responsibilities specific and practical.
- Ensure each department has adequate people.
- State who the department reports to.

Sample only — adapt names, dates, amounts and fields to the actual programme.

Department	Head	Team size	Main responsibility	Reports to
Finance	B. Toppo	4	Budget, payments, records	LOC / authorised finance oversight
Food & Catering	C. Bara	8	Food planning, cooking coordination, serving	LOC
Security & Safety	D. Sundi	6	Entry, crowd and safety coordination	LOC / authorised GB coordination

ANNEXURE 5: VOLUNTEER ROSTER & DUTY ALLOCATION

Purpose: Tell every volunteer where and when to work.

Maintained by: Volunteer Coordination

Suggested format: Sheet

Quick fill pointers:

- Give each volunteer one clear duty/location/time.
- Record backup where needed.
- Update changes promptly.

Sample only — adapt names, dates, amounts and fields to the actual programme.

Volunteer	Department	Duty	Date/time	Location	Team Leader
R. Kiro	Registration	Counter support	28 Nov, 8–11 AM	Main gate	M. Tiru
S. Purty	Food	Serving	28 Nov, 12–2 PM	Dining area	P. Soy

ANNEXURE 6: PARTICIPANT REGISTRATION / MASTER DATA

Purpose: Register participants and manage participant planning.

Maintained by: Registration & Participant Coordination

Suggested format: Form + Sheet

Quick fill pointers:

- Collect only necessary information.
- Keep live count separate from public data.
- Restrict access to personal information.

Sample only — adapt names, dates, amounts and fields to the actual programme.

Reg. ID	Name	Category	District/State	Accommodation	Payment status
NH26-001	Example Name	Student	West Singhbhum	Yes	Paid
NH26-002	Example Name	Service Holder	Ranchi	No	Pending

ANNEXURE 7: MASTER EVENT PLAN & TIMELINE

Purpose: Track major work from planning to closing.

Maintained by: LOC / Event Coordinator

Suggested format: Sheet

Quick fill pointers:

- Use one master tracker.
- Give every task an owner and deadline.
- Mark delayed items clearly.

Sample only — adapt names, dates, amounts and fields to the actual programme.

Task	Owner	Deadline	Status	Next action
Venue confirmation	Venue Head	10 Nov	Done	File final permission
Registration launch	Registration	15 Nov	In progress	GB approval
Final run sheet	Programme	23 Nov	Pending	Collect department inputs

ANNEXURE 8: DEPARTMENT WORK PLAN / PROGRESS

Purpose: Track each department's work.

Maintained by: Department Head

Suggested format: Sheet

Quick fill pointers:

- Break work into small actions.
- Update status regularly.
- Record support needed, not just completion.

Sample only — adapt names, dates, amounts and fields to the actual programme.

Task	Owner	Due	Status	Issue/support needed
Dining layout	Food Head	25 Nov	In progress	Need extra tables
Serving roster	Team Leader	26 Nov	Done	None
Cleaning plan	Team Leader	27 Nov	Pending	Coordinate Logistics

ANNEXURE 9: EVENT MASTER BUDGET

Purpose: Track the full event budget.

Maintained by: Treasurer / Finance

Suggested format: Sheet

Quick fill pointers:

- Separate estimated, approved, committed and actual amounts.
- Record funding sources.
- Do not hide deficit risk.

Sample only — adapt names, dates, amounts and fields to the actual programme.

Budget head	Estimate	Approved	Actual	Balance
Food	₹2,00,000	₹1,90,000	₹75,000	₹1,15,000
Venue	₹80,000	₹80,000	₹80,000	₹0
Transport	₹1,00,000	₹90,000	₹20,000	₹70,000
Safety/medical	₹40,000	₹40,000	₹10,000	₹30,000

ANNEXURE 10: DEPARTMENT BUDGET REQUEST

Purpose: Request money for a department need.

Maintained by: Department Head → Finance

Suggested format: Form / Doc

Quick fill pointers:

- Explain what is needed and why.
- Attach quotation/estimate where appropriate.
- Do not treat a request as approval.

Sample only — adapt names, dates, amounts and fields to the actual programme.

Field	Sample
Department	Food & Catering
Requirement	Cooking fuel and utensils
Quantity	As per final meal count
Estimated cost	₹18,500
Need by	25 Nov
Reason	Required for planned camp meals
Supporting document	Quotation attached
Approval status	Pending

ANNEXURE 11: PURCHASE / QUOTATION COMPARISON

Purpose: Show how a purchase was selected.

Maintained by: Procurement + Finance

Suggested format: Sheet

Quick fill pointers:

- Compare like-for-like items.
- Record supplier, price and relevant conditions.
- Explain selection where lowest price is not selected.

Sample only — adapt names, dates, amounts and fields to the actual programme.

Item	Supplier A	Supplier B	Supplier C	Selected	Reason
100 chairs	₹18,000	₹17,500	₹19,000	B	Lowest suitable quotation
Sound system	₹45,000	₹42,000	₹48,000	B	Meets required specification

ANNEXURE 12: EXPENSE / BILL SUBMISSION

Purpose: Record and support an expense.

Maintained by: Person incurring expense → Finance

Suggested format: Form / Doc + scan/PDF evidence

Quick fill pointers:

- Enter actual amount, date and purpose.
- Attach original bill/receipt where available.
- Record approval and payment status.

Sample only — adapt names, dates, amounts and fields to the actual programme.

Field	Sample
Expense ID	EXP-026
Date	24 Nov 2026
Department	Venue
Purpose	Emergency signage printing
Amount	₹2,400
Paid by	Authorised volunteer
Bill attached	Yes
Finance status	Submitted for verification

ANNEXURE 13: DONATION & SPONSORSHIP REGISTER

Purpose: Track all donations and sponsorships.

Maintained by: Fundraising + Finance

Suggested format: Sheet

Quick fill pointers:

- Record source, amount/value and date.
- Record conditions and recognition promised.
- Ensure finance receives the information.

Sample only — adapt names, dates, amounts and fields to the actual programme.

Ref.	Source	Type	Amount/value	Date	Condition	Status
DON-01	Community donor	Donation	₹25,000	10 Nov	None	Received
SP-02	Local business	Sponsorship	₹50,000	15 Nov	Logo acknowledgement approved	Received

ANNEXURE 14: MEETING MINUTES

Purpose: Record what was discussed and decided.

Maintained by: Meeting convener / Documentation

Suggested format: Doc → PDF

Quick fill pointers:

- Record decisions, not every sentence.
- Assign responsible persons and deadlines.
- Share normally within 24 hours.

Sample only — adapt names, dates, amounts and fields to the actual programme.

Field	Sample
Meeting	GB-LOC Coordination
Date/time	06 Nov 2026, 11:00 AM
Participants	GB + LOC representatives
Key discussion	Registration, accommodation, safety
Decision	Final accommodation list by 15 Nov
Responsible	Accommodation Head
Deadline	15 Nov 2026

ANNEXURE 15: DAILY COORDINATION / SITUATION REPORT

Purpose: Give GB and leadership a short current picture.

Maintained by: LOC / Event Coordinator

Suggested format: Form / Sheet

Quick fill pointers:

- Keep it brief.
- Highlight progress, problems, money/safety issues and decisions needed.
- Do not turn it into a long narrative.

Sample only — adapt names, dates, amounts and fields to the actual programme.

Area	Status	Issue	Action / decision needed
Registration	Green	No major issue	Continue outreach
Accommodation	Amber	10 beds short	LOC to confirm alternate capacity
Safety	Green	No issue	Routine checks

ANNEXURE 16: INCIDENT / COMPLAINT REPORT

Purpose: Record a safety incident or complaint.

Maintained by: Security/Medical/authorised complaints handler

Suggested format: Form / Doc → restricted PDF

Quick fill pointers:

- Record facts, not assumptions.
- Note immediate action and escalation.
- Restrict access to sensitive information.

Sample only — adapt names, dates, amounts and fields to the actual programme.

Field	Sample
Date/time	28 Nov, 6:20 PM
Location	Dining area
Type	Minor injury / complaint
What happened	Participant slipped near water point
Immediate action	First aid provided; area dried and marked
Escalated to	Medical Head + LOC Coordinator
Follow-up	Inspect all water points

ANNEXURE 17: EMERGENCY CONTACT & RESPONSE

Purpose: Keep emergency contacts and basic response steps ready.

Maintained by: Medical & Emergency / Security

Suggested format: Sheet + printed/PDF copy

Quick fill pointers:

- Keep one accessible copy at key points.
- Verify numbers before the event.
- Include who calls whom and where to report.

Sample only — adapt names, dates, amounts and fields to the actual programme.

Service	Contact	Use for	Responsible
Ambulance	108 / local verified number	Medical emergency	Medical Head
Police	112 / local verified number	Security/legal emergency	Security Head
Fire	112 / local verified number	Fire emergency	Security/Medical
Nearest hospital	Verified local hospital	Referral	Medical Head

ANNEXURE 18: GUEST / SPEAKER INFORMATION

Purpose: Manage guests and speakers.

Maintained by: Guest/Speaker team + authorised GB representative where required

Suggested format: Sheet

Quick fill pointers:

- Record arrival, session, contact and hospitality needs.
- Protect personal contact details.
- Confirm final programme slot.

Sample only — adapt names, dates, amounts and fields to the actual programme.

Name	Role	Session	Arrival	Stay	Contact owner
Example Speaker	Speaker	Youth & Culture	28 Nov, 9 AM	Hotel/guest area	Guest Head

ANNEXURE 19: ACCOMMODATION ALLOCATION

Purpose: Manage participant/guest accommodation.

Maintained by: Accommodation & Hospitality

Suggested format: Sheet

Quick fill pointers:

- Allocate by approved capacity.
- Separate guests/participants where required.
- Record check-in/out and special needs only where necessary.

Sample only — adapt names, dates, amounts and fields to the actual programme.

Reg./Guest ID	Name	Category	Room/Tent	Check-in	Check-out
NH26-001	Example Name	Participant	T-12	28 Nov	30 Nov
G-03	Example Guest	Speaker	Room 4	28 Nov	29 Nov

ANNEXURE 20: TRANSPORTATION MOVEMENT PLAN

Purpose: Track vehicles and movement.

Maintained by: Transportation Department

Suggested format: Sheet

Quick fill pointers:

- Record vehicle, driver, route, passengers and timing.
- Update changes immediately.
- Keep emergency contact available.

Sample only — adapt names, dates, amounts and fields to the actual programme.

Trip	Vehicle/Driver	Route	Time	Passengers	Status
T-01	Bus 1 / Driver A	Station → Camp	7:30 AM	35	Confirmed
T-02	Van 1 / Driver B	Hotel → Venue	8:00 AM	8	Confirmed

ANNEXURE 21: FOOD PLANNING, COOKING & VOLUNTEER SERVING

Purpose: Plan food from cooking to serving and cleaning.

Maintained by: Food & Catering

Suggested format: Sheet / Doc

Quick fill pointers:

- Use expected participant count and meal plan.
- Record cooking team, serving volunteers and cleaning.
- Check hygiene, water and safe food handling.

Sample only — adapt names, dates, amounts and fields to the actual programme.

Meal	Time	Qty/people	Cooking lead	Serving team	Cleaning
Breakfast	7:30 AM	250	Local cooking team	8 volunteers	4 volunteers
Lunch	1:00 PM	250	Local cooking team	10 volunteers	5 volunteers
Dinner	8:00 PM	250	Local cooking team	10 volunteers	5 volunteers

ANNEXURE 22: PROGRAMME SCHEDULE / RUN SHEET

Purpose: Control the actual programme flow.

Maintained by: Programme & Cultural

Suggested format: Sheet / PDF

Quick fill pointers:

- Prepare tentative schedule at least 2 weeks before the event date.
- Finalise/approve 5 days before the event without fail.
- Include owner, location and technical needs.

Sample only — adapt names, dates, amounts and fields to the actual programme.

Time	Activity	Location	Lead	Technical need	Status
09:00	Opening	Main stage	Programme Head	Sound	Confirmed
11:00	Panel discussion	Hall A	Session Lead	2 mics/projector	Confirmed
19:30	Cultural programme	Main stage	Cultural Head	Sound/light	Confirmed

ANNEXURE 23: MEDIA & COMMUNICATION PLAN

Purpose: Plan posters, announcements, press, photography and video.

Maintained by: Media & Communication

Suggested format: Sheet / Doc

Quick fill pointers:

- State what will be published, when and by whom.
- Route official content through the NHYM media/approval process.
- Record important approvals and final links/files.

Sample only — adapt names, dates, amounts and fields to the actual programme.

Content	Prepared by	Approval	Publish date	Channel	Status
Host announcement	Host Media	GB/authorised	10 Oct	Website + FB/IG	Published
Programme poster	LOC Media	GB/authorised	20 Nov	Official channels	Pending
Event photos	Photo team	Media/authorised review	Daily	Gallery/social	Planned

ANNEXURE 24: PERMISSION / COMPLIANCE CHECKLIST

Purpose: Track permissions and required compliance steps.

Maintained by: LOC / relevant department

Suggested format: Sheet / Checklist

Quick fill pointers:

- List only permissions relevant to the programme.
- Record application/reference and status.
- Escalate delays early.

Sample only — adapt names, dates, amounts and fields to the actual programme.

Requirement	Responsible	Due	Status	Evidence/ref.
Venue permission	Venue Head	10 Nov	Done	VEN-11
Local authority requirement	LOC	15 Nov	Pending	To follow up
Electrical safety check	Technical Head	27 Nov	Planned	Checklist

ANNEXURE 25: ASSET / MATERIAL ISSUE & RETURN

Purpose: Track NHYM equipment and materials.

Maintained by: Logistics + Finance/assigned custodian

Suggested format: Sheet

Quick fill pointers:

- Record who received each item.
- Check condition at issue and return.
- Report missing/damaged items.

Sample only — adapt names, dates, amounts and fields to the actual programme.

Item	Qty	Issued to	Date out	Date returned	Condition
PA speaker	2	Technical Head	27 Nov	30 Nov	Good
Tables	20	Venue Head	27 Nov	30 Nov	18 good / 2 damaged

ANNEXURE 26: FINAL FINANCIAL STATEMENT

Purpose: Close the event finances.

Maintained by: Treasurer / Finance

Suggested format: Sheet → PDF

Quick fill pointers:

- Reconcile income, expenditure, balance and supporting evidence.
- Show surplus/deficit clearly.
- Obtain required review/approval.

Sample only — adapt names, dates, amounts and fields to the actual programme.

Category	Budget	Actual	Variance
Registration income	₹4,00,000	₹3,80,000	-₹20,000
Sponsorship/donation	₹2,50,000	₹2,75,000	+₹25,000
Total expenditure	₹8,00,000	₹7,60,000	+₹40,000
Net result	—	-₹1,05,000	Deficit

ANNEXURE 27: POST-EVENT REPORT

Purpose: Record what happened and what was learned.

Maintained by: LOC / Event Coordinator + Documentation

Suggested format: Doc → PDF

Quick fill pointers:

- Use facts and short analysis.
- Include attendance, programme, finance summary, achievements, problems and recommendations.
- Attach or link key evidence.

Sample only — adapt names, dates, amounts and fields to the actual programme.

Section	Sample content
Event summary	2-day camp-based NHYM; 238 registered/attended
Major achievements	Youth discussions, cultural exchange, learning sessions
Challenges	Transport delay; accommodation shortage
Financial summary	See approved Final Financial Statement
Recommendations	Confirm accommodation earlier; improve transport buffer
Evidence	Photos, minutes, attendance, final accounts

ANNEXURE 28: DEPARTMENT FINAL REPORT & HANDOVER

Purpose: Close each department and hand over records.

Maintained by: Department Head

Suggested format: Doc / Sheet → PDF

Quick fill pointers:

- List completed work and pending matters.
- Hand over files, assets and contacts.
- Identify unresolved liabilities/issues.

Sample only — adapt names, dates, amounts and fields to the actual programme.

Field	Sample
Department	Transportation
Head	Example Name
Completed	All planned movement completed
Pending	One vendor invoice under verification
Files handed over	Movement plan, driver list, invoices
Assets handed over	Vehicle contact file / ID cards
Date	30 Nov 2026

ANNEXURE 29: EVENT EVALUATION

Purpose: Collect participant and volunteer feedback.

Maintained by: Registration / Documentation

Suggested format: Form → Sheet → summary PDF

Quick fill pointers:

- Keep questions short and useful.
- Ask what worked, what failed and what should change.
- Summarise findings for future planning.

Sample only — adapt names, dates, amounts and fields to the actual programme.

Question	Sample response
Overall experience	4/5
Programme usefulness	Very useful
Camp/accommodation	Good; more washrooms needed
Food	Good
Safety	Good
One improvement	Earlier transport information

ANNEXURE A: COMMUNITY STALL ALLOCATION REGISTER

Purpose: Record approved community stalls and conditions.

Maintained by: Venue/Logistics / assigned owner

Suggested format: Sheet

Quick fill pointers:

- Record eligibility, allocation, capacity and conditions.
- Do not privately promise stalls.
- Keep payment/reference evidence.

Sample only — adapt names, dates, amounts and fields to the actual programme.

Stall	Applicant	Category	Eligibility	Fee/contribution	Status
S-01	Example Ho entrepreneur	Food stall	Verified Ho	₹2,000	Confirmed
S-02	Example Ho organisation	Information stall	Verified Ho	Nil	Confirmed

ANNEXURE B: MEDIA COVERAGE & DELIVERABLES SHEET

Purpose: Record agreed media coverage, deliverables and handover.

Maintained by: Media & Communication

Suggested format: Sheet / Doc

Quick fill pointers:

- State exact sessions/coverage scope.
- Record deliverables, deadlines and rights.
- Treat personal social-media posting as separate from formal handover.

Sample only — adapt names, dates, amounts and fields to the actual programme.

Item	Coverage	Deliverable	Due	Status
B-01	Opening + panel	Edited video	5 Dec	Pending
B-02	Full event photography	500 selected photos + raw archive	5 Dec	In progress

ANNEXURE C: VOLUNTEER REDEPLOYMENT RECORD

Purpose: Record significant event-day volunteer movement.

Maintained by: Volunteer Coordination / LOC

Suggested format: Sheet

Quick fill pointers:

- Use when a volunteer is moved from one department to another.
- Keep critical functions covered.
- Record who authorised the change.

Sample only — adapt names, dates, amounts and fields to the actual programme.

Volunteer	From	To	Time	Authorised by	Reason
R. Kiro	Registration	Food	1:00 PM	Volunteer Coordinator	Registration rush ended
S. Purty	Venue	Security	6:00 PM	LOC Coordinator	Crowd support needed

ANNEXURE D: WEBSITE CONTENT APPROVAL LOG

Purpose: Record important website/social content approvals.

Maintained by: Media/Communication + Website team

Suggested format: Sheet

Quick fill pointers:

- Record draft, reviewer, approval and publication.
- Technical website access does not itself grant publishing authority.
- Keep final link/file.

Sample only — adapt names, dates, amounts and fields to the actual programme.

Date	Content	Prepared by	Approved by	Published	Link/status
10 Nov	NHYM host announcement	LOC Media	GB-authorised reviewer	Yes	Official event page
20 Nov	Programme poster	Media Team	GB-authorised reviewer	No	Pending approval

Relationship with the Annexure Formats & Document Control Guide

This sample book is intentionally short. It does not replace the detailed “ANNEXURE FORMATS & DOCUMENT CONTROL GUIDE”. That guide remains the reference for document ownership, tool selection, approvals, access, sharing, retention, archiving and file naming.

- Use this document when someone asks: “What should the form/sheet/report look like?”
- Use the Document Control Guide when someone asks: “Who should maintain it, who approves it, where should it be stored, who can see it, and how long should it be retained?”
- If an EMM or By-law requirement conflicts with a sample field, follow the EMM/By-laws and update the sample through document control.

Budget & Expenditure Tracking Sheet

Linked to: Annexures 9, 10, 12 and 26. This is a live control sheet; it does not replace bills, approvals or the final financial statement.

Purpose: Shows planned, approved and actual spending in one place so the LOC and Finance team can see the current financial position.

Maintained by: Finance Department / Treasurer, with updates from Department Heads.

Format: Google Sheet / Excel.

Quick fill: Update approved amounts after approval; enter actual expenditure only against supported bills/records; calculate the remaining balance and flag any over-budget item for review.

Why maintain it: Provides a simple running view of expenditure, supports timely correction and makes financial reporting easier.

Sample – Event Budget & Expenditure Tracker

Department / Item	Planned Budget	Approved Budget	Actual Spent	Balance	% Used	Status	Remarks
Food & Catering	₹2,00,000	₹2,00,000	₹1,25,000	₹75,000	62.5%	Ongoing	Within budget
Accommodation	₹1,20,000	₹1,20,000	₹80,000	₹40,000	66.7%	Ongoing	
Transportation	₹75,000	₹75,000	₹60,000	₹15,000	80.0%	Ongoing	Monitor
Programme & Cultural	₹90,000	₹90,000	₹35,000	₹55,000	38.9%	Ongoing	
Security & Safety	₹40,000	₹40,000	₹20,000	₹20,000	50.0%	Ongoing	
Electricity & Technical	₹60,000	₹60,000	₹65,000	-₹5,000	108.3%	Review	Over budget – approval/review required
TOTAL	₹5,85,000	₹5,85,000	₹3,85,000	₹2,00,000	65.8%	Ongoing	

Simple Rules

- Planned Budget = initial estimate prepared during planning.
- Approved Budget = amount authorised for use.
- Actual Spent = expenditure supported by the relevant bill/receipt/transaction record.
- Balance = Approved Budget minus Actual Spent.
- Any expected over-budget item should be raised with the Finance/LOC authority before further commitment, according to the applicable approval process.
- This tracker should be updated regularly and reconciled with the expense/bill records.