

MONTHLY FINANCIAL REPORT

Period: July 2025

Section 1: Monthly Budget Plan

This section outlines the department's planned budget allocations for key operational categories for July 2025.

| Category | Budget Limit (INR) | Notes |
|------------------------|--------------------|--------------------------------|
| Office Supplies | ₹5,000.00 | Stationery, paper, peripherals |
| Software Subscriptions | ₹10,000.00 | Adobe, MS Office, Slack, etc. |
| Team Lunch | ₹8,000.00 | Monthly team-building meals |
| Travel | ₹25,000.00 | Client meetings, airport taxis |
| Equipment & Hardware | ₹15,000.00 | Electronics & device upgrades |
| Learning & Development | ₹7,000.00 | Courses, books, webinars |
| Internet & Utilities | ₹3,000.00 | JioFiber, power backups, etc. |
| Miscellaneous | ₹2,000.00 | Ad-hoc, unplanned expenses |

Section 2: Recent Transactions

This section provides a transaction log with date, purpose, category, and amount.

| Date | Description | Category | Amount (INR) |
|------------|-------------------------------------|------------------------|--------------|
| 2025-07-02 | Printer Paper & Toners | Office Supplies | ₹2,500.00 |
| 2025-07-03 | HDMI Cables & Extension Cords | Equipment & Hardware | ₹1,200.00 |
| 2025-07-04 | Internet Recharge (JioFiber) | Internet & Utilities | ₹899.00 |
| 2025-07-05 | Team Lunch at BBQ Nation | Team Lunch | ₹7,500.00 |
| 2025-07-06 | Pens, Markers, Notebooks | Office Supplies | ₹1,200.00 |
| 2025-07-07 | Coursera - Design Thinking Course | Learning & Development | ₹3,500.00 |
| 2025-07-08 | Adobe Creative Cloud Renewal | Software Subscriptions | ₹4,500.00 |
| 2025-07-09 | New Keyboards and Mice | Office Supplies | ₹3,000.00 |
| 2025-07-10 | Flight to Mumbai for Client Meeting | Travel | ₹18,000.00 |
| 2025-07-11 | Amazon - External SSD | Equipment & Hardware | ₹6,000.00 |
| 2025-07-12 | Power Backup Battery | Internet & Utilities | ₹1,650.00 |
| 2025-07-13 | Uber Ride to Airport | Travel | ₹800.00 |
| 2025-07-14 | Lunch with Visiting Client | Team Lunch | ₹1,200.00 |
| 2025-07-15 | Slack Premium Upgrade | Software Subscriptions | ₹2,000.00 |

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|------------|--------------------------------|------------------------|-----------|
| 2025-07-16 | Book - "Atomic Habits" | Learning & Development | ₹650.00 |
| 2025-07-17 | USB Hubs and Mousepads | Equipment & Hardware | ₹1,750.00 |
| 2025-07-18 | Courier Delivery Charges | Miscellaneous | ₹500.00 |
| 2025-07-19 | Taxi - Conference Visit | Travel | ₹2,300.00 |
| 2025-07-20 | Microsoft 365 Annual License | Software Subscriptions | ₹3,200.00 |
| 2025-07-21 | Post-it Notes and Sticky Flags | Office Supplies | ₹750.00 |

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Section 3: Summary Insights

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Total Expenses (so far) : ₹62,399.00
 Highest Spending Category : Travel (₹21,100.00)
 Lowest Spending Category : Miscellaneous (₹500.00)

Software Subscriptions at 97% of budget — consider deferring new tools.
 Team Lunch & Equipment budgets nearing thresholds.
 Learning & Development within safe range.