Construction budget template

A construction budget by cost code: original budget, approved changes, revised budget, committed cost, actual cost to date, cost to complete, forecast at completion and variance.

Project _____ **Job no.** _____ **Prepared by** _____ **Date** _____ **Page** _____

Cost code	Description	Cost type ▾	Original budget	Approved changes	Revised budget	Committed	Actual to date	Cost to complete	Forecast at completion	Variance	% spent

▾ pick one of the listed options · shaded columns are calculated (the Excel version fills them in for you)

Excel version with formulas and drop-downs: constructelligence.co/templates/construction-budget-template

Filled-in example

Every example row as it reads once complete. Use it as a sample to check your own against.

Cost code	Description	Cost type ▾	Original budget	Approved changes	Revised budget	Committed	Actual to date	Cost to complete	Forecast at completion	Variance	% spent
03-3000	*Concrete*	*Subcontract*	*$205,000*	*$9,000*	*$214,000*	*$196,000*	*$151,000*	*$71,500*	*$222,500*	*–$8,500*	*70.6%*
05-1200	*Structural steel*	*Subcontract*	*$388,000*	*$0*	*$388,000*	*$379,000*	*$122,000*	*$257,000*	*$379,000*	*$9,000*	*31.4%*
09-2116	*Drywall & framing*	*Subcontract*	*$612,000*	*$0*	*$612,000*	*$598,000*	*$64,000*	*$548,000*	*$612,000*	*$0*	*10.5%*
22-0000	*Plumbing*	*Subcontract*	*$186,000*	*$9,400*	*$195,400*	*$195,400*	*$111,800*	*$83,600*	*$195,400*	*$0*	*57.2%*
01-5000	*General conditions*	*Other*	*$262,000*	*$0*	*$262,000*	*$40,000*	*$118,000*	*$162,000*	*$280,000*	*–$18,000*	*45.0%*

How to fill it in

1. Enter each cost code from the estimate with its original budget.
2. Add approved change orders to Approved changes as they are signed.
3. Each month, update Committed and Actual to date from accounting.
4. Estimate Cost to complete for every code — that one judgement drives the forecast.
5. Sort by Variance: the negative ones are where the job is going over.

Options for the ▾ columns

- **Cost type:** Labor / Material / Equipment / Subcontract / Other

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