

Maintenance Budget Tracker

How-to guide: what the workbook does, how to use it and what every number means.

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Maintenance Budget Tracker

Phase the maintenance budget by month and category, log spend, accruals and open orders, and see what is left, what is over and how the year is tracking.

For: Maintenance managers, plant engineers, plant controllers and finance business partners.

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Quick start

1. On Setup, set the first month of your budget year, the date spend is recorded to, your currency label and the areas you book spend to.
2. On Budget, type one row per cost category with its phased budget for each of the twelve months.
3. On Spend Log, add every invoice (Posted), cost incurred but not yet invoiced (Accrued) and open purchase order (Committed).
4. Read the Check columns, move the reporting date forward each month, then open the Dashboard.

What is in the workbook

Start Here	Read this first: what the workbook does and how to use it.
Setup	Budget year, reporting date, currency, the budget-used check threshold and the areas spend is booked to.
Budget	One row per cost category: the phased budget for each month, and what has been spent, accrued and committed against it.
Spend Log	One row per invoice, accrual or open purchase order, with its budget category and area.
Dashboard	Budget against actual by month and by category: what is spent, committed and left for the year.
Method	How every number is calculated, with assumptions, limits and sources.
Verify	Self-check: the workbook's formulas recomputed on fixed inputs against an independent reference.

What each number means

Quantity	How it is calculated	Units
Months closed	Months from the first month of the budget year to the spend-recorded-to date, counted inclusive and kept between 0 and 12.	months
Month no.	Month of the budget year for a Spend Log row: (year of date - start year) x 12 + month of date - start month + 1.	1-12

Quantity	How it is calculated	Units
Annual budget	Sum of the twelve phased months of the category.	currency
Budget to date	Sum of the phased months up to months closed.	currency
Posted, Accrued, Committed	SUMIFS of the Spend Log amounts for the category with that status and a month no. from 1 to 12.	currency
Actual to date	Posted + accrued: cost incurred whether or not it is invoiced.	currency
Variance to date	Budget to date - actual to date. Positive is under the phased budget.	currency
Spent + committed	Posted + accrued + committed: the calculator's actual and committed exposure.	currency
Remaining	Annual budget - spent + committed (the Maintenance Budget Variance calculator's budget remaining).	currency
Budget used	Spent + committed / annual budget. Status: Within limits up to the Setup threshold, Check above it up to 100%, Out of limits above 100%.	%
Monthly actual	Posted + accrued amounts whose month no. is that month; blank for months not yet closed.	currency
Cumulative budget and actual	Running sums of the monthly budget and the monthly actual.	currency
Spend by area	Posted + accrued amounts booked to each area, and its share of actual to date.	currency, %

Assumptions, limitations, sources and the self-check (the Verify sheet, which recomputes the workbook's formulas on fixed test inputs) are in the workbook. The last page shows the Dashboard with the example data for Marlow Extrusions, a fictional business.

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Engineering estimates for planning and improvement work. Verify the results against your own process, data and standards before you rely on them.

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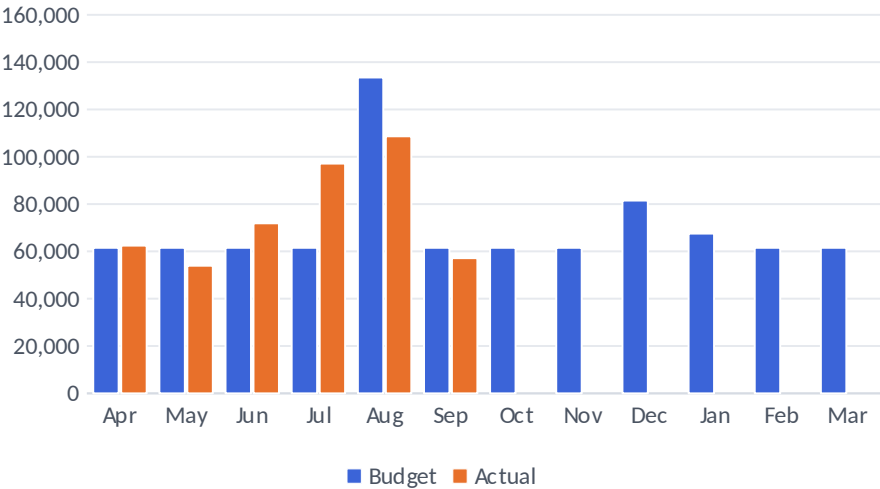
Budget against actual by month and by category: what is spent, committed and left for the year.

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Budget year from Apr 2026; spend recorded to 30 Sep 2026 (6 of 12 months closed). Amounts in GBP.

ANNUAL BUDGET (GBP)	ACTUAL TO DATE (GBP)	BUDGET REMAINING (GBP)	BUDGET USED
836,000	451,158	+340,642	59.3%
Sum of the phased months	Posted invoices + accruals	After spend, accruals and open orders	Limit 100.0%
			Within limits

Budget and actual by month



Annual budget and spent + committed, by category

