You can track projected (estimate) costs and actual costs through Excel or other similar software. Your organisation may already have finance software, but sometimes it is easier to also track costs using simple software like Excel.

It is recommended that you enter actual costs as they come in. Data management is very important, especially if you want to know the true cost of project. Keep a track of receipts and other paperwork. You may want to code your receipts and paperwork to match your tracking table for audit purposes.

It is also good to keep notes that explain reasons for differences in projected and actual costs as this provides lessons and a guide for future projects, as well as helping in reporting.

A simple **Excel template** to track your costs is provided **here**.

COST TRACED IN T	IMPLATE				
					Bales
Activity .	heats registed	Rembe as time test courts		Actual less reported	
g. Workshop	Approxima	200	200		
	Speaker	300		-20	
	+9160 US	100		20	More participants than expetted
	Cabaring	130	200	20	More perfolgents than expected
TOTAL DIFFERENCE				- 4	