

# Project-Based Departmental Budget Template

## Project Name

Enter project name

## Department

Enter department name

## Budget Period

MM/YYYY - MM/YYYY

## Project Description

Brief project overview

## Budget Breakdown

Category	Description	Estimated Cost	Actual Cost	Variance	Notes
Personnel	e.g. Staff salaries				
Equipment	e.g. Computers				
Materials	e.g. Office supplies				
Other	e.g. Miscellaneous				

## Total Estimated Cost

## Total Actual Cost

## Total Variance

## Additional Notes

Any additional remarks