

Departmental Budget Template

Department Name

Enter department name

Budget Period

e.g. 2024-2025

Prepared By

Enter name

Date

YYYY-MM-DD

Expenses

Category	Description	Amount (\$)
Salaries & Wages		
Office Supplies		
Equipment		
Travel		
Other		
Total Expenses		

Income

Source	Description	Amount (\$)
Departmental Funding		
Grants		
Other		
Total Income		

Net Budget (Income - Expenses)

Notes

Additional remarks