

School Budget Planning Template

Institution Information

School Name
Academic Year
Prepared By
Date

Estimated Income

Source	Amount
Government Funding	
Tuition & Fees	
Donations & Grants	
Other (Specify)	
Total Estimated Income	

Estimated Expenses

Category	Amount
Staff Salaries	
Administrative Costs	
Teaching Supplies	
Facility Maintenance	
Utilities	
Extracurricular Activities	
Transportation	
Other (Specify)	
Total Estimated Expenses	

Summary

Total Income
Total Expenses

Net Balance

Notes & Remarks