

Annual Department Budget Spreadsheet

Category	Description	Budgeted Amount	Actual Amount	Variance	Notes
INCOME					
Funding					
Grants					
Donations					
Other Income					
EXPENSES					
Personnel					
Equipment/Supplies					
Travel					
Training					
Professional Services					
Utilities/Facilities					
Other Expenses					
TOTAL INCOME					
TOTAL EXPENSES					
NET BALANCE					

Prepared by:

Name: _____
Department: _____
Date: _____