

Departmental Operating Budget Template

Enterprise Name: _____ | Fiscal Year: _____ | Department: _____

Revenue Estimates

| Description | Account Code | Budgeted Amount | Notes |
|-------------|--------------|-----------------|-------|
| | | | |

Operating Expenses

| Description | Account Code | Budgeted Amount | Notes |
|---------------------|--------------|-----------------|-------|
| Salaries & Wages | | | |
| Benefits | | | |
| Supplies | | | |
| Equipment | | | |
| Travel | | | |
| Contracted Services | | | |
| Other | | | |

Summary

| | |
|------------------------------|--|
| Total Revenue | |
| Total Expenses | |
| Net Budget (Surplus/Deficit) | |

Prepared by: _____ Date: _____

Remarks:
