

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: _____
