

Simple Department Budget Template

Department:

Prepared By:

Fiscal Year:

Date:

Budget Breakdown

Category	Description	Planned Amount	Actual Amount	Variance
Salaries & Wages				
Training & Development				
Supplies & Equipment				
Travel & Events				
Other				
Total				

Summary

Item	Amount
Total Planned Budget	
Total Actual Spend	
Total Variance	

Notes / Comments: