

# Detailed Annual Budget Allocation Template

Organization/Department:

Enter organization or department name

Fiscal Year:

e.g. 2024

## 1. Summary

Budget Category	Budgeted Amount	Percentage of Total	Notes
Personnel			
Operating Expenses			
Equipment & Supplies			
Travel & Training			
Other			
<strong>Total</strong>			

## 2. Detailed Breakdown by Category

### Personnel

Position/Role	Annual Salary	FTE	Total	Notes
<strong>Subtotal</strong>				

### Operating Expenses

Item	Unit Cost	Quantity	Total	Notes
<strong>Subtotal</strong>				

### Equipment & Supplies

Item	Unit Cost	Quantity	Total	Notes
<strong>Subtotal</strong>				

### Travel & Training

Description	Cost per Trip	Number of Trips	Total	Notes
<strong>Subtotal</strong>				

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## Other

Item/Description	Budgeted Amount	Notes
<b>Total</b>		

## 3. Additional Notes & Assumptions

Enter any relevant notes, comments, or budgeting assumptions here...

Last updated: