

Annual School Budget Planning Template

School Information

School Name

Enter school name

Academic Year

e.g., 2024-2025

Prepared By

Name of preparer

Date

Budget Summary

Category	Estimated Amount	Actual Amount
Income		
Expenses		
Net Balance		

Income Sources

Source	Description	Estimated Amount	Actual Amount

Expense Categories

Category	Description	Estimated Amount	Actual Amount
Salaries & Wages			
Administration			
Supplies & Materials			
Utilities & Maintenance			
Other			

Notes

Prepared By _____

Reviewed By _____

Approved By _____