

Corporate Office Budget Planning Document

1. General Information

Department / Business Unit

Fiscal Year

Prepared By

Date

2. Executive Summary

Brief summary of budget priorities, goals, and assumptions...

3. Budget Overview

Category	Planned Amount	Notes
Personnel (Salaries, Benefits)		
Office Supplies & Equipment		
Technology (Software, Hardware)		
Utilities & Maintenance		
Travel & Training		
Professional Services		
Other Expenses		
Total		

4. Detailed Expense Breakdowns

Personnel

Details of headcount changes, merit increases, bonuses, etc.

Operations

Details of office supplies, maintenance, and other operations expenses...

Capital Expenditure

Details on equipment purchases, IT investments, etc...

5. Approval & Sign-Off

Manager / Director Name

Signature

Date