

Detailed School Budget Estimation Template

School Information

School Name	
Academic Year	
Prepared By	
Date	

A. Income Estimation

Description	Details	Estimated Amount
Government Grants		
Tuition Fees		
Donations		
Other Income		
Total Estimated Income		

B. Expense Estimation

1. Staff Salaries & Benefits

Position/Description	Count	Per Person	Estimated Amount
Teaching Staff			
Administrative Staff			
Support Staff			
Benefits/Allowances			
Subtotal (Salaries & Benefits)			

2. Academic & Teaching Expenses

Description	Details	Estimated Amount
Textbooks & Materials		
Technology/Software		
Library		
Laboratory Supplies		
Extracurricular Activities		
Subtotal (Academic & Teaching)		

3. Facility & Operational Expenses

Description	Details	Estimated Amount

Building Maintenance		
Utilities (Electricity, Water, etc.)		
Cleaning Services		
Security		
Transportation		
Other		
Subtotal (Facilities & Operations)		

4. Miscellaneous Expenses

Description	Details	Estimated Amount
Events & Activities		
Insurance		
Staff Development/Training		
Other		
Subtotal (Miscellaneous)		
Total Estimated Expenses		

C. Budget Summary

Total Estimated Income	
Total Estimated Expenses	
Estimated Surplus / Deficit	

D. Notes & Remarks

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