

Finance Department Budget Template

Division Information

Division Name

Enter division name

Department Manager

Enter manager name

Budget Period

e.g., FY2024

Budget Summary

Total Budget

% Allocated to Date

Notes

Optional

Expense Categories

Category	Budgeted Amount	Actual Amount	Variance	Notes
e.g., Salaries	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
e.g., Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
e.g., Equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
e.g., Training	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments / Approvals

Additional Comments

Enter comments or approval notes