

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 | | | | |
| e.g., Benefits | | | | |
| e.g., Equipment | | | | |
| e.g., Training | | | | |

Comments / Approvals

Additional Comments

Enter comments or approval notes