

Blank Legal Department Budget Template

Company Name

Enter company name

Division/Department

Enter division or department

Fiscal Year

Enter fiscal year

Budget Overview

Category	Budgeted Amount	Actual Amount	Variance	Notes
Personnel				
Outside Counsel				
Litigation				
Travel & Training				
Legal Technology				
Other				
Total				

Notes & Assumptions

Enter any important notes or budgetary assumptions here.

Approval

Prepared By

Name and title

Date

Date

Approved By

Name and title

Date

Date