

Team Operations Budget Worksheet

Team Name

Budget Period

e.g. Q1 2024

Prepared By

Personnel Expenses

Role / Position	Number of Staff	Monthly Cost per Person	Months	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Operational Expenses

Item / Category	Description	Unit Cost	Quantity	Total
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				

Summary

Category	Subtotal
Personnel Expenses	
Operational Expenses	
Total Budget	