

# Finance Department Budget Template

Organization Name:	<input type="text" value="Enter organization name"/>
Fiscal Year:	<input type="text" value="e.g. 2024"/>
Prepared By:	<input type="text" value="Name"/>
Date:	<input type="text" value="YYYY-MM-DD"/>

## Revenue Estimate

SOURCE	DESCRIPTION	BUDGETED AMOUNT	NOTES
e.g. Grants	<input type="text"/>	<input type="text"/>	<input type="text"/>
e.g. Donations	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Expense Estimate

CATEGORY	DESCRIPTION	BUDGETED AMOUNT	NOTES
e.g. Salaries	<input type="text"/>	<input type="text"/>	<input type="text"/>
e.g. Office Supplies	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Summary

<b>TOTAL REVENUE</b>	<input type="text"/>
<b>TOTAL EXPENSES</b>	<input type="text"/>
<b>NET BALANCE</b>	<input type="text"/>

## Notes / Additional Comments

Add any notes or explanations here...