

Finance Department Budget Template

Organization Name:

Enter organization name

Fiscal Year:

e.g. 2024

Prepared By:

Name

Date:

YYYY-MM-DD

Revenue Estimate

| SOURCE | DESCRIPTION | BUDGETED AMOUNT | NOTES |
|----------------|-------------|-----------------|-------|
| e.g. Grants | | | |
| e.g. Donations | | | |
| | | | |

Expense Estimate

| CATEGORY | DESCRIPTION | BUDGETED AMOUNT | NOTES |
|----------------------|-------------|-----------------|-------|
| e.g. Salaries | | | |
| e.g. Office Supplies | | | |
| | | | |

Summary

| | |
|----------------|--|
| TOTAL REVENUE | |
| TOTAL EXPENSES | |
| NET BALANCE | |

Notes / Additional Comments

Add any notes or explanations here...