Operational Budget Plan Template

Team Name

Enter team name

Plan Period

MM/YYYY - MM/YYYY

Budget Overview

Prepared By

Name

Date

DD/MM/YYYY

Expense Breakdown

Category	Description	Estimated Cost	Actual Cost
Personnel	e.g. Salaries, contractors	0.00	0.00
Supplies	e.g. Office, software	0.00	0.00
Travel	e.g. Transportation, lodging	0.00	0.00
Other	Other costs	0.00	0.00
	Total	0.00	0.00

Notes

Additional notes, assumptions, or details...