

Activity-Specific Budget Plan

Activity Title: _____

Date of Activity: _____

Prepared by: _____

Date Prepared: _____

I. Budget Overview

Budget Item/Category	Details/Description	Quantity	Unit Cost	Total Cost	Funding Source
Venue	Room rental for workshop	1	_____	_____	_____
Food & Refreshments	Snacks and lunch for participants	30	_____	_____	_____
Materials & Supplies	Workbooks, pens	30	_____	_____	_____
Transportation	Bus rental	1	_____	_____	_____
Honorarium	Speaker's fee	1	_____	_____	_____
Contingency	Miscellaneous/Unexpected	1	_____	_____	_____
TOTAL ESTIMATED COST				_____	

II. Justification / Remarks (if any):

III. Important Notes

- All estimated costs should be supported by quotations or prevailing rates whenever possible.
- Clearly indicate the source of funds for each budget category.
- Include a contingency amount for unforeseen expenses (usually 5-10% of total budget).
- Review and update the budget as plans or actual expenditures change.
- Obtain required approvals before incurring any expenses.