

Summary Budget Table

Project: Community Education Initiative

Category	Description	Amount (USD)
Personnel	Project Manager, Instructors	25,000
Equipment	Laptops, Projectors	7,500
Materials & Supplies	Books, Stationery	2,000
Travel	Transportation for Staff	1,800
Facilities	Venue Rental	3,200
Other	Miscellaneous Expenses	1,500
Total		41,000

Important Notes

- This document provides a summarized overview of all projected costs.
- Use clear categories and concise descriptions for transparency.
- Ensure all amounts are accurate and account for necessary contingencies.
- The summary table supports effective planning and facilitates financial approvals.
- Update the table as project requirements or funding sources change.