

# Unit Cost Budget Document

**Project:** XYZ Community Health Program  
**Period:** January - December 2024  
**Prepared By:** Finance Team  
**Date:** 21 June 2024

## Unit Cost Budget Details

#	Item Description	Unit	Qty	Unit Cost	Total Cost
1	Training Materials	Set	50	25	1,250
2	Staff Allowance	Person/Month	12	400	4,800
3	Transport	Trip	20	30	600
4	Community Workshops	Workshop	8	200	1,600
Grand Total					8,250

## Important Notes

- All costs are estimated and should be supported by recent quotations or price references.
- Unit costs may vary depending on region, procurement method, and market changes.
- Each calculation must clearly define the unit and quantity basis.
- Review and update the budget periodically for accuracy and compliance.
- Retain all supporting documents for audit and verification purposes.