

# Departmental Budget Allocation Report

FY 2024-2025

Department Name:	Operations
Department Head:	Jane Doe
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Date:	June 15, 2024

## Budget Allocation Overview

Budget Category	Description	Allocated Amount (USD)
Personnel	Salaries, wages, employee benefits	480,000
Office Supplies	Stationery, printer ink, office materials	15,000
Travel	Business trips, transportation, accommodations	22,000
Training & Development	Workshops, seminars, courses	10,000
Technology	Software, hardware, IT support	38,000
Other Expenses	Miscellaneous operational costs	5,000
<b>Total</b>		<b>570,000</b>

## Summary

The above budget allocation provides a clear overview of the expected expenditures for the Operations department for the fiscal year 2024-2025. Each category is allocated funds based on projected departmental needs and organizational objectives.

## Important Notes:

- This report serves as a reference for periodic financial monitoring and internal audits.
- Allocated amounts are subjected to review and may be adjusted as per organizational priorities.
- Supporting documentation should be maintained for all budgeted and actual expenses.
- Timely updates to this document ensure effective budget control and compliance.