

Activity-Based Budget Document

1. Basic Information

Department/Unit	_____
Prepared By	_____
Period Covered	_____
Date of Preparation	_____

2. Objective

3. Activity Summary Table

Activity Name	Description	Cost Driver	Volume/Quantity	Unit Cost	Total Budget
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Grand Total					_____

4. Supporting Details

Provide breakdowns and justifications for costs, assumptions, and other relevant details for the above activities:

5. Approval

Name	Position	Signature	Date
_____	_____	_____	_____

Important Notes:

- Activity-Based Budgeting focuses on costs based on actual activities and their respective cost drivers.
- Helps identify inefficiencies and improve resource allocation.
- Requires accurate identification of activities and linking of costs directly to those activities.
- Periodic review and update of activities and drivers is essential for budget accuracy.