

Departmental Budget Document

1. Department Information

Department Name	<hr/>
Head of Department	<hr/>
Financial Year	<hr/>
Date of Submission	<hr/>

2. Budget Summary

Description	Amount (USD)
Total Allocated Budget	<hr/>
Total Expenses (Projected)	<hr/>
Surplus / Deficit	<hr/>

3. Expense Breakdown

Category	Description	Amount (USD)
Salaries & Wages	<hr/>	<hr/>
Equipment & Supplies	<hr/>	<hr/>
Travel & Training	<hr/>	<hr/>
Utilities	<hr/>	<hr/>
Other	<hr/>	<hr/>

4. Justification & Remarks

5. Approval

Prepared By	<hr/>	Date	<hr/>
Approved By	<hr/>	Date	<hr/>

Important Notes:

- This document serves as an official budget planning and reporting tool for individual departments.
- All figures should be estimated as accurately as possible and justified in the remarks section.
- Ensure all approvals are completed before final submission to the finance division.
- Keep a copy of the submitted budget for departmental records and future reference.