

Functional Area Budget Document

1. General Information

Functional Area:

Prepared By:

Date:

Period Covered:

2. Objectives for the Budget Period

3. Budget Summary Table

Budget Category	Description	Allocated Amount	Justification
Personnel			
Supplies			
Equipment			
Travel			
Other			
Total			

4. Detailed Budget Breakdown

Personnel:

Supplies:

Equipment:

Travel:

Other:

5. Approval

Reviewed By:

Date:

Comments:

Important Notes:

- Ensure all budget items are aligned with organizational goals and approved objectives.
- Provide clear justifications for each budget allocation to enhance transparency.
- Update the document as actual expenses are incurred to track variances.
- Store supporting documents and calculations for auditing purposes.
- Regularly review and update the budget to reflect changing needs.