Line-Item Budget Document

Organization/Project Name: ABC Community Project
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Date: June 1, 2024

Budget Summary

#	Category	Description / Line Item	Quantity	Unit Cost	Total Cost
1	Personnel	Project Coordinator Salary	12 months	$2,500	$30,000
2	Personnel	Assistant Salary	12 months	$1,500	$18,000
3	Equipment	Laptops	3	$900	$2,700
4	Supplies	Office Supplies	1 lot	$400	$400
5	Travel	Local Transportation	10 trips	$50	$500
Total Budget					**$51,600**

Important Notes

- Each line item lists a specific expense category with clear descriptions and cost breakdowns.
- Quantities and unit costs must be justified and supported by documentation where possible.
- This format promotes transparency and accountability in the budgeting process.
- Budgets should be regularly updated to reflect actual spending and changes in project scope.
- Ensure that each item aligns with the objectives and allowable expenses of the grant or funder.