

Annual Budget Allocation Proposal

1. Organization Information

Department/Unit	
Prepared By	
Designation	
Date	

2. Executive Summary

3. Objectives

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4. Detailed Budget Allocation

Budget Item	Description	Proposed Amount
Total		

5. Justification & Anticipated Outcomes

6. Approval

Name	Position	Signature	Date

Important Notes:

- Ensure all estimates are as accurate as possible and justified with supporting data.
- List all relevant expenses, including contingencies where applicable.
- Provide a clear summary for decision makers and stakeholders.
- Obtain necessary endorsements and approvals before budget implementation.
- Keep a copy of the approved proposal for auditing and future reference.