

Monthly Team Budget Allocation Template

Team Name: _____

Month: _____

Prepared By: _____

Date: _____

Budget Categories

CATEGORY	DESCRIPTION	ALLOCATED BUDGET	ACTUAL EXPENDITURE	VARIANCE
Salaries	Monthly salaries for all team members	_____	_____	_____
Equipment	Laptops, devices, and other hardware	_____	_____	_____
Software & Tools	Subscription fees for tools and platforms	_____	_____	_____
Training & Development	Workshops, courses, and certifications	_____	_____	_____
Meetings & Events	Team-building and external meetings	_____	_____	_____
Miscellaneous	Other unforeseen expenses	_____	_____	_____
Total		_____	_____	_____

Important Notes

- Ensure all expenses are recorded and supported by receipts or documentation.
- Review budget allocations versus actual expenditures monthly to track overspending or savings.
- Update this document regularly and communicate any significant variances to management promptly.
- Use the variance column to identify areas requiring budget realignment in future cycles.
- Retain copies of each month's template for year-end analysis and reporting.