

# Cost-Saving Initiatives Budget Format

Department: \_\_\_\_\_  
Fiscal Year: \_\_\_\_\_  
Date Prepared: \_\_\_\_\_

## Initiative Details & Budget

Initiative Name	Description	Owner	Estimated Cost	Expected Savings	Timeline
Example: Paperless Office	Digitize all paper records and documents to reduce printing costs.	Jane Smith	\$4,000	\$7,500	Q1-Q2
<b>Total Cost</b>				<b>Total Expected Savings</b>	
\$ _____				\$ _____	

## Important Notes

- All cost and savings estimates should be as accurate as possible and supported with documentation.
- Each initiative must have a clearly defined owner responsible for its execution and monitoring.
- Regular reviews and updates to this budget are essential to ensure targets are being met.
- Include both one-time and recurring costs and savings for better clarity and tracking.
- This document should align with the broader organizational budget and strategic goals.