

# Line-Item Budget Worksheet

Project / Department: \_\_\_\_\_  
Fiscal Year: \_\_\_\_\_  
Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Category / Line-Item	Description	Quantity	Amount (\$)
Personnel	Salaries for project team	3 staff	50,000
Fringe Benefits	Health/Retirement	-	8,000
Supplies	Office materials	12 mo	1,200
Travel	Conferences, site visits	2 trips	2,500
Equipment	Laptops	2 units	3,000
Contractual	Consultant fees	40 hours	4,000
Other	Miscellaneous	-	500
			<b>Total: 69,200</b>

Important Notes:

- Line-item budgets provide detailed allocation for each expense category.
- Amounts should be based on actual quotes or reliable estimates.
- Review guidelines to ensure all costs are allowable and justified.
- Update the worksheet regularly to track spending against budgeted amounts.
- Documentation for each cost item should be kept for auditing.