

Functional Unit Budget Allocation Template

Unit Name: _____ [Insert Name] _____

Fiscal Year: _____ [YYYY] _____

Manager: _____ [Insert Name] _____

Date: _____ [MM/DD/YYYY] _____

Budget Allocation

Category	Description	Allocated Amount	Notes
Personnel	Salaries, benefits, training	_____	_____
Operations	Administrative costs, office supplies	_____	_____
Equipment	Machinery, computers, software	_____	_____
Projects	Project-specific allocations	_____	_____
Total		_____	

Sign-Off

Prepared by: _____

Approved by: _____

Important Notes

- This template is for allocating budget per functional unit for a specific fiscal year.
- Each category should be adjusted to fit the unit's actual needs and reporting standards.
- Ensure all allocations are justified and supported by relevant documentation.
- Regularly review and monitor expenditure against the allocated budget to minimize variances.
- Amendments to the budget must be approved according to organizational policy.