

Finance Committee Budget Proposal Template

1. Proposal Information

Project/Activity Name: _____

Proposed By: _____

Date of Submission: _____

Department/Committee: _____

2. Proposal Summary

(Briefly describe the purpose and objectives of the project/activity)

3. Detailed Budget Breakdown

Item Description	Quantity	Unit Cost	Total Cost
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total Budget Requested			_____

4. Justification / Comments

(Explain the need for the requested budget and provide supporting details as necessary)

5. Approval

Prepared By

Reviewed By

Approved By (Finance Committee)

Important Notes

- Ensure all cost estimates are accurate and documented.
- Provide clear justification for each budget item.
- This document must be reviewed and approved by the appropriate authorities.
- Keep a copy of the approved proposal for financial audits.
- Submit supporting documents as required by the committee's guidelines.