

# 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
_____	—	_____	_____
_____	—	_____	_____
_____	—	_____	_____
<b>Total Budget Requested</b>			_____

## 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.