

Annual Budget Allocation Format

Division Details

Division Name	_____
Head of Division	_____
Financial Year	_____

Budget Allocation Summary

Category	Budget Requested	Budget Approved	Remarks
Salaries & Benefits	_____	_____	_____
Operational Expenses	_____	_____	_____
Travel & Training	_____	_____	_____
Equipment & Supplies	_____	_____	_____
Other	_____	_____	_____
Total	_____	_____	

Division Head Approval

Name	_____
Signature	_____
Date	_____

Important Notes

- Ensure all requested amounts are justified and aligned with division objectives.
- Attach supporting documentation for major expenses exceeding thresholds.
- Submit the document before the designated deadline to ensure budget consideration.
- Any changes to approved budgets require formal re-submission and approval.
- This template should be retained for record-keeping and future audits.