

# Division-wise Budget Planning Format

## A. Basic Information

Division Name	<input type="text" value="Enter division name"/>
Department	<input type="text" value="Enter department"/>
Financial Year	<input type="text" value="Enter financial year"/>
Prepared By	<input type="text" value="Enter preparer's name"/>
Date	<input type="text" value="Enter date"/>

## B. Budget Allocation

Budget Head	Planned Amount	Justification/Remarks
<input type="text" value="e.g., Salaries"/>	<input type="text"/>	<input type="text" value="Add remarks"/>
<input type="text" value="e.g., Equipment"/>	<input type="text"/>	<input type="text" value="Add remarks"/>
<input type="text" value="e.g., Training"/>	<input type="text"/>	<input type="text" value="Add remarks"/>
<input type="text" value="e.g., Miscellaneous"/>	<input type="text"/>	<input type="text" value="Add remarks"/>
Total	<input type="text"/>	

## C. Summary & Comments

<input type="text" value="Summary, important notes, or comments"/>
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## D. Approvals

Name	Designation	Signature	Date
<input type="text" value="Prepared by"/>	<input type="text" value="Designation"/>		<input type="text" value="Date"/>
<input type="text" value="Reviewed by"/>	<input type="text" value="Designation"/>		<input type="text" value="Date"/>
<input type="text" value="Approved by"/>	<input type="text" value="Designation"/>		<input type="text" value="Date"/>

## Important Notes

- This format should be customized to suit specific organizational needs and budget categories.
- Ensure all estimated figures are well justified and supported by relevant documentation.
- Obtain appropriate approvals before final submission.
- Regularly review and update the budget as required throughout the financial year.
- Maintain transparency and traceability for all budgeted amounts and changes.

