

Division-wise Budget Planning Format

A. Basic Information

Division Name	Enter division name
Department	Enter department
Financial Year	Enter financial year
Prepared By	Enter preparer's name
Date	Enter date

B. Budget Allocation

Budget Head	Planned Amount	Justification/Remarks
e.g., Salaries		Add remarks
e.g., Equipment		Add remarks
e.g., Training		Add remarks
e.g., Miscellaneous		Add remarks
Total		

C. Summary & Comments

Summary, important notes, or comments

D. Approvals

Name	Designation	Signature	Date
Prepared by	Designation		Date
Reviewed by	Designation		Date
Approved by	Designation		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.

