

Quarterly Budget Distribution Document

Divisional Unit: Technology Division
Fiscal Year: 2024
Prepared By: John Smith
Date: June 20, 2024

Budget Allocation by Quarter

Account Code	Description	Annual Budget	Q1	Q2	Q3	Q4
5001	Salaries & Wages	\$250,000	\$62,500	\$62,500	\$62,500	\$62,500
5002	Office Supplies	\$18,000	\$4,500	\$4,500	\$4,500	\$4,500
5003	Equipment Maintenance	\$12,000	\$3,000	\$3,000	\$3,000	\$3,000
5004	Travel & Training	\$20,000	\$5,000	\$7,000	\$5,000	\$3,000
Total		\$300,000	\$75,000	\$77,000	\$75,000	\$73,000

Notes

- This document should be reviewed and approved by the Divisional Head before allocation of funds.
- Any changes to the quarterly distribution must be documented and justified.
- Actual expenditures should be tracked against the allocated budgets for each quarter.
- Supporting documents and receipts must be retained for all spending as per organizational policy.
- This document serves as a reference for both financial planning and audit purposes.