

Departmental Budget Distribution Document

Fiscal Year: 2024-2025
Prepared by: Finance Office
Date: June 11, 2024

Budget Overview

Department	Allocated Budget	Percentage of Total	Head of Department
Human Resources	\$120,000	15%	Jane Smith
Information Technology	\$200,000	25%	Samuel Lee
Operations	\$150,000	18.75%	Maria Garcia
Research & Development	\$250,000	31.25%	Dr. Alan Chen
Marketing	\$80,000	10%	Priya Patel

Expenditure Breakdown - Sample Department (IT)

Category	Budget Allocated	Description
Salaries	\$120,000	Staff salaries and related benefits
Software & Licenses	\$45,000	Software subscriptions, licenses, renewals
Hardware	\$20,000	Equipment purchase and upgrades
Training & Development	\$10,000	Workshops, certifications, seminars
Miscellaneous	\$5,000	Other IT-related expenses

Important Notes:

- Budget allocations are reviewed periodically and may change as per organizational requirements.
- Departments are responsible for adhering strictly to the approved budget limits.
- All expenditure should comply with the company's procurement and financial policies.
- Submission of periodic reports on budget utilization is mandatory for every department.
- For any budget reallocation requests, direct approval from the Finance Office is required.