

Annual Budget Planning Template

Organization Details

Organization Name		
Fiscal Year		
Prepared By		
Date Prepared		

Estimated Revenues

Source	Projected Amount	Notes
Grants		
Donations		
Sales/Services		
Other (Specify)		
Total Estimated Revenues		

Estimated Expenses

Category	Projected Amount	Notes
Personnel		
Operations		
Marketing		
Travel		
Equipment		
Other (Specify)		
Total Estimated Expenses		

Summary

Total Revenues		
Total Expenses		

Projected Surplus/(Deficit)

Important Notes

- Ensure all revenue and expense projections are based on realistic and current data.
- Update the budget periodically to reflect actual financial activities.
- Involve relevant departments in planning to ensure accurate and comprehensive estimation.
- Document assumptions used in making forecasts for transparency.
- Review previous year budgets to inform and improve future planning.