

# Personnel and Salary Budget Format

Project/Department: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_

No.	Position/Title	Name (if available)	Status (Full-time/Part-time/Contract)	Monthly Salary	No. of Months	Other Benefits/Allowances	Total Annual Cost
1	Project Manager	John Doe	Full-time	\$3,000	12	\$1,000	\$37,000
2	Finance Officer	Jane Smith	Part-time	\$1,500	12	\$600	\$18,600
3	Field Assistant	--	Contract	\$900	10	\$0	\$9,000
<b>Total Salary &amp; Benefits</b>							<b>\$64,600</b>

## Important Notes:

- Ensure all positions and salary details are accurate and authorized.
- List all personnel required for the project, including vacant positions where applicable.
- Include mandatory benefits and allowances as per company policy and local regulations.
- The total annual cost should reflect the full cost to the organization per personnel.
- Update the document regularly as staffing or compensation structures change.