

# Budget Assumptions and Notes

## Project/Department:

XYZ Project Implementation

## Prepared By:

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## Key Budget Assumptions

- Revenue growth is projected at 5% annually, based on prior three-year average performance.
- Salary increases of 3% are planned for all staff, effective January.
- Operational costs are expected to increase in line with inflation at 2.5%.
- No significant capital expenditures are anticipated outside of scheduled IT equipment upgrades.
- Grants and external funding are assumed to remain at current year levels.

## Summary Table of Key Figures

Category	Assumption Detail	Amount / Percentage
Revenue Growth	Increase per annum	5%
Salary Increments	Annual staff raise	3%
Inflation Rate Applied	Operational cost adjustment	2.5%
Capital Expenditure	IT equipment upgrades	\$15,000
External Funding	Expected grants	\$30,000

## Notes and Details

- Assumptions are based on accessible historical data, market trends, and input from department leads.
- If actual results differ from these assumptions, budget variances will be reviewed and addressed quarterly.
- Any new funding or unexpected expenses will be documented and reported to stakeholders as needed.
- All figures are in USD and rounded to the nearest hundred for clarity.

## Important Notes

- Budget assumptions should be reviewed regularly and updated if key factors change.
- Clear documentation of assumptions ensures transparency and aids in variance analysis.
- Accurate notes help stakeholders understand the basis of the budget and mitigate risks.
- Always attach supporting data or references where possible to improve credibility.