

# Annual Expenditure Budget

Organization:

Example Nonprofit Organization

Fiscal Year:

2024

Prepared by:

Jane Doe, Finance Officer

Date:

2024-05-15

## Budget Summary

Category	Description	Budgeted Amount	Previous Year
Personnel	Salaries, wages, benefits	\$120,000	\$112,000
Operations	Utilities, office supplies	\$30,000	\$28,000
Programs	Project implementation	\$85,000	\$76,000
Travel	Transportation, lodging	\$12,000	\$9,500
Miscellaneous	Unforeseen expenses	\$8,000	\$6,800
<strong>Total</strong>		<strong>\$255,000</strong>	<strong>\$232,300</strong>

Prepared by:

Signature & Date

Approved by:

Signature & Date

## Important Notes

- This budget is a projection and actual expenditures may vary.
- All figures should be supported by receipts and financial documentation.
- Revisions require formal approval and justification.
- Budget must adhere to organizational policies and applicable regulations.