

Budget Schedule for Expenditure

Project Name: _____
Department: _____
Fiscal Year: _____
Date Prepared: _____

No.	Description	Monthly Planned Expenditure												Total Budget	Remarks
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
1	Personnel Costs	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	60,000	–
2	Equipment	2000	0	0	0	1500	0	0	0	1000	0	0	0	4,500	For new purchases
3	Travel	0	0	800	0	0	1200	0	0	0	0	700	0	2,700	3 planned trips
4	Supplies	300	400	300	250	400	350	200	250	200	250	250	250	3,150	Consumables
5	Other	0	0	0	0	0	0	0	500	0	0	0	0	500	Contingency
Grand Total														70,850	

Important Notes:

- Ensure all expenditures are accurately forecasted for each month to avoid budget shortfalls.
- Update the schedule regularly as actual costs are realized or projected figures change.
- All allocations should be supported by relevant documentation and approval as per organization policy.
- This schedule facilitates monitoring and controlling project or department expenses throughout the fiscal year.
- Use this document as a reference for financial reporting and budget reviews.