

Standard Budget Allocation Document

1. General Information

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|-----------------|---------------------------------|
| Document Title | Annual Budget Allocation FY2024 |
| Department/Unit | Finance Department |
| Date | 2024-06-21 |
| Prepared By | Jane Doe, Budget Officer |
| Approved By | John Smith, Finance Director |

2. Budget Allocation Summary

| Category | Allocated Amount (USD) | Remarks |
|------------------------|------------------------|----------------------------|
| Personnel | 300,000 | Salaries and benefits |
| Operations | 120,000 | Utilities, office supplies |
| Training & Development | 40,000 | Workshops, Seminars |
| Capital Expenditure | 90,000 | Equipment, furniture |
| Miscellaneous | 10,000 | Other expenses |
| Total | 560,000 | |

3. Justification & Notes

The allocation is based on the projected needs for FY2024. Each category reflects careful consideration of past expenses and anticipated future requirements. Adjustments may be made subject to quarterly reviews.

4. Approval

| Name | Position | Date | Signature |
|------------|------------------|------------|-----------|
| Jane Doe | Budget Officer | 2024-06-20 | |
| John Smith | Finance Director | 2024-06-21 | |

Important Notes:

- This document should be reviewed and updated annually or as organizational needs change.
- All allocations must comply with relevant policies and regulations.
- Maintain supporting documentation for all budget items.
- Clearly specify responsible individuals for each budget category.
- Ensure proper authorization before implementation of budget allocations.