

Standard Budget Allocation Document

1. General Information

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.