

Departmental Budget Allocation Sheet

Department: Marketing
Fiscal Year: 2024-2025
Prepared By: John Doe
Date: 2024-06-15

#	Budget Category	Allocated Amount	Utilized Amount	Balance	Remarks
1	Salaries & Wages	\$120,000	\$60,000	\$60,000	On track
2	Advertising	\$50,000	\$35,000	\$15,000	Major campaign in Q1
3	Events & Promotions	\$30,000	\$8,000	\$22,000	Annual Event pending
4	Office Supplies	\$5,000	\$2,000	\$3,000	-
5	Travel	\$10,000	\$4,000	\$6,000	Q2 trips planned
6	Training & Development	\$7,500	\$0	\$7,500	Schedule pending
Total		\$222,500	\$109,000	\$113,500	

Important Notes:

- Ensure all budget allocations are approved by the relevant authorities before implementation.
- Track utilization regularly to avoid overspending and identify underutilized funds.
- Keep supporting documents for all expenditures for future audits.
- Review and update budget sheets periodically to reflect any changes or re-allocations.