Staffing and Payroll Budget Plan

Project/Department

Name: _____

Manager: _____

Period: _____

Staffing Plan

Position	Number of Employees	Monthly Salary ($)	Total Monthly Salary ($)
Project Manager	1	5,000	5,000
Software Engineer	3	3,500	10,500
UI/UX Designer	1	3,000	3,000
QA Specialist	1	2,800	2,800

Payroll & Allocation Summary

Description	Cost ($)
Base Salaries (Total per month)	21,300
Benefits (20%)	4,260
Payroll Taxes (8%)	1,704
Other (Bonuses, etc.)	1,000
Total Monthly Payroll Budget	**28,264**
Total Annual Payroll Budget	**339,168**

Important Notes

- Ensure all salary and benefit estimates are up to date and compliant with local regulations.
- Adjust figures to account for planned hiring or attrition during the budget period.
- Payroll budget should include all legally mandated contributions and taxes.
- Keep detailed records to support audits and future budgeting exercises.
- Review and update the staffing plan regularly as organizational needs change.