

Annotated Budget Proposal Format

Department: [Insert Department Name]

Fiscal Year: [Insert FY]

Prepared by: [Name, Title]

Date: [Insert Date]

1. Executive Summary

Provide a concise summary of the overall budget request, highlighting key initiatives and changes from the previous year.

2. Budget Table with Annotations

Item No.	Budget Line Item	Requested Amount	Annotation / Justification
1	Personnel Costs	\$200,000	Salaries for 5 staff and 2 new hires proposed to support program expansion.
2	Operational Expenses	\$35,000	Includes office supplies, utilities, and facility maintenance.
3	Equipment & Materials	\$18,000	Upgrade workstations and obtain new software licenses required for project delivery.
4	Staff Training	\$7,500	Professional development workshops and certification for team skill enhancement.
5	Contingency	\$5,000	Provision for unforeseen expenditures and emergencies.
Total		\$265,500	

3. Detailed Annotations (if necessary)

For items that require additional clarification or importance, provide detailed explanations below:

- Personnel Costs:** The increase is primarily due to expansion of program scope, requiring additional staffing.
- Equipment & Materials:** The majority of this expense is for improving outdated technology to boost efficiency and data security.

4. Summary of Department Goals Aligned with Budget

Outline how the requested budget supports departmental goals and institutional objectives.

Important Notes:

- All proposed budget items should clearly link to departmental goals and objectives.
- Annotations must justify each expense and, where applicable, refer to data or strategic plans.
- Use clear and concise language for annotations to ensure transparency.
- Review institutional guidelines for allowable costs and required documentation prior to submission.

