

# 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.
<b>Total</b>		<b>\$265,500</b>	

## 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- Equipment & Materials:** The majority of this expense is for improving outdated technology to boost efficiency and data security.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.

