

# Supplementary Budget Breakdown Attachment Format

Department/Unit: \_\_\_\_\_

Project/Program Title: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Date Prepared: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## Budget Breakdown

No.	Budget Item	Description	Current Budget	Supplementary Requested	Remarks
1	Example: Office Supplies	Additional supplies for Q3	1,000	300	-
2	Example: Equipment Repairs	Repair of photocopier	1,500	600	Urgent
3	Example: Training Workshop	Staff upskilling	2,000	700	-
Total			4,500	1,600	

## Explanatory Notes

Provide justification and details for each supplementary budget item requested:

- **Office Supplies:** Increased usage due to new staff onboarding.
- **Equipment Repairs:** Essential for daily operations, not covered in original allocation.
- **Training Workshop:** Unplanned but essential for compliance requirements.

## Important Notes

- All supplementary requests should be clearly justified with supporting documentation where possible.
- Ensure figures in the "Supplementary Requested" column are accurate and reflect only additional funding needed.
- Use this format to maintain consistency and transparency in budget revision processes.
- Obtain appropriate authorizations before submission.