

Government Program Budget Justification Sheet

Agency/Department: [Insert Agency Name]

Program Title: [Insert Program Title]

Fiscal Year: [20XX]

Prepared by: [Preparer's Name]

Date: [MM/DD/YYYY]

Program Description

[Brief summary of the program, its objectives, intended outcomes, and alignment with governmental priorities.]

Budget Summary

Category	Previous Year (\$)	Requested (\$)	Variance (%)
Personnel	[xx,xxx]	[xx,xxx]	[+/-x%]
Equipment	[xx,xxx]	[xx,xxx]	[+/-x%]
Supplies	[xx,xxx]	[xx,xxx]	[+/-x%]
Contractual Services	[xx,xxx]	[xx,xxx]	[+/-x%]
Other	[xx,xxx]	[xx,xxx]	[+/-x%]
Total	[xxx,xxx]	[xxx,xxx]	[+/-x%]

Justification of Budget Request

[Explain the rationale for requested amounts in each category, highlighting increases, decreases, and how funds will directly support program objectives.]

Performance Metrics & Expected Outcomes

- [Key performance indicator 1: e.g., Number of beneficiaries served]
- [Key performance indicator 2: e.g., Program completion rate]
- [Key performance indicator 3: e.g., Cost per outcome achieved]

Important Notes

- This document supports transparency and accountability in public spending.
- All figures should be justified with clear, evidence-based explanations.
- Program objectives must align with overall governmental strategies.
- Keep documentation thorough in case of audits or reviews.
- Update performance metrics annually for continuous improvement.