

# 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%]
<b>Total</b>	<b>[xxx,xxx]</b>	<b>[xxx,xxx]</b>	<b>[+/-x%]</b>

## 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.