

Departmental Budget Forecast Outline

1. Department Information

Department Name	[Insert Department Name]
Prepared By	[Name and Title]
Fiscal Year	[e.g., 2024–2025]
Date Prepared	[Insert Date]

2. Executive Summary

[Brief summary of key budget objectives, priorities, and any significant changes from previous years.]

3. Anticipated Revenue

Source	Forecasted Amount	Notes
Internal Funding	[Amount]	[Notes]
External Grants	[Amount]	[Notes]
Other (Specify)	[Amount]	[Notes]
Total Revenue	[Total]	

4. Anticipated Expenses

Category	Forecasted Amount	Notes
Salaries & Wages	[Amount]	[Notes]
Equipment & Supplies	[Amount]	[Notes]
Travel	[Amount]	[Notes]
Training & Development	[Amount]	[Notes]
Other (Specify)	[Amount]	[Notes]
Total Expenses	[Total]	

5. Variance Analysis (if applicable)

[Comparison of previous budget with forecast; explanation of significant increases/decreases.]

6. Strategic Initiatives & Capital Projects

- [Describe planned initiatives, projects, or investments with budget impact.]
- [Include justifications and expected outcomes.]

7. Approval

Prepared By	[Name, Title, Date]
Reviewed By	[Name, Title, Date]
Approved By	[Name, Title, Date]

Important Notes

- Ensure all estimates are as accurate as possible and based on credible data sources.
- Document all assumptions and methodologies used in forecasts.
- Regularly update the forecast as new information becomes available.
- This document aids in informed decision-making and resource allocation at the departmental level.
- Maintain transparency and thorough documentation for review and audit purposes.