

Departmental Budget Statement

Department: _____
Prepared By: _____
Fiscal Year: _____
Date: _____

Budget Summary

Category	Previous Year Actual	Current Year Budget	Variance
Salaries & Wages	_____	_____	_____
Operational Expenses	_____	_____	_____
Utilities	_____	_____	_____
Equipment	_____	_____	_____
Training & Development	_____	_____	_____
Other (specify)	_____	_____	_____
Total	_____	_____	_____

Budget Justification & Remarks

Head of Department
Date: _____

Finance/Accounts Officer
Date: _____

Important Notes:

- All budget estimations should be based on actual requirements and previous year’s data.
- Provide clear justifications for significant budget increases or new items.
- Ensure accuracy and completeness before submission to the finance department.
- Attach supporting documents for major expenses where necessary.
- Regularly review departmental expenditures against the approved budget.