

# 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)	_____	_____	_____
<b>Total</b>	_____	_____	_____

## Budget Justification & Remarks

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Head of Department  
Date: \_\_\_\_\_

Finance/Accounts Officer  
Date: \_\_\_\_\_

### Important Notes:

- All budget estimations should be based on actual requirements and previous yearâ€™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.