

# Operational Expense Budget

Fiscal Year: 2024

## Department Information

Department	Finance and Administration
Prepared By	Jane Doe
Date Prepared	2024-05-31

## Budget Summary

Expense Category	2023 Actual	2024 Proposed	Variance (%)	Remarks
Salaries and Wages	\$150,000	\$158,000	+5.3%	3% staff increment
Utilities	\$18,000	\$20,000	+11.1%	Electricity rate hike
Office Supplies	\$6,500	\$7,000	+7.7%	-
Travel & Training	\$12,000	\$14,000	+16.7%	Planned workshops
Maintenance	\$9,000	\$10,500	+16.7%	Equipment upgrade
<strong>Total</strong>	<strong>\$195,500</strong>	<strong>\$209,500</strong>	<strong>+7.2%</strong>	

## Budget Justification

The proposed 2024 operational expense budget reflects essential increases in salaries, utility rates, and strategic expenditure for staff development and asset maintenance. Each category has been reviewed to align with organizational goals and ensure operational efficiency.

## Approval

Prepared By:

Date:

Reviewed By:

Date:

Approved By:

Date:

## Important Notes

- Ensure all expenses are justifiable and support organizational objectives.
- Maintain documentation for all estimation methods and references.
- Compare budgeted figures with actuals regularly to monitor variances.
- Operational budgets must be approved prior to the start of the fiscal year.