**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=11142&utm_source=template-word&utm_medium=content&utm_campaign=Blank+Annual+Budget+Proposal-word-11142&lpa=Blank+Annual+Budget+Proposal+word+11142)Annual Budget Proposal   
Template**

Annual Budget Proposal

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Company Name | | | | | Fiscal Year |
|  | | | | |  |
|  |  |  |  |  |  |
| Prepared by | | Reviewed by | | Approved by | |
|  | |  | |  | |

# Executive Summary & Goals

## Overview

Summarize the organization’s financial strategy for the fiscal year, aligned with organizational goals and priorities.

|  |
| --- |
| Text |

## Key Objectives

Provide an overview of major projects or investments (e.g., infrastructure, expansion, new product launches).

|  |
| --- |
| * Text |

# Budget Proposal Justification

## Justification

Provide a detailed explanation of why the proposed budget is necessary. Discuss how the budget allocations (e.g., capital investments, personnel, and operational costs) align with the organization’s long-term strategic goals. Highlight specific areas of increased or reduced spending and explain why these changes are needed.

|  |
| --- |
| Text |

# Revenue & Income Summary

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Total Revenue: | | $ | | | |
|  |  |  |  |  |  |
| Breakdown of Revenue by Source | | | | | |
| Sales Revenue | | $ | | | |
| Government Grants | | $ | | | |
| Indirect Costs | | $ | | | |
| Other Income  (Investment Returns) | | $ | | | |

# Expense Summary

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Total Expenses: | | $ | | | |
|  |  |  |  |  |  |
| Breakdown of Expense by Category | | | |  |  |
| Direct Costs | | $ | | | |
| Indirect Costs | | $ | | | |
| Capital Expenditures | | $ | | | |
| Other | | $ | | | |

# Direct Costs

## Personnel Costs

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Salaries & Wages | Direct wages for staff |  |
| Staff Benefits | Health insurance, retirement |  |
| Training & Development | Staff training and certifications / Professional development |  |
| Other |  |  |
| Total Personnel Costs | |  |

## Operating Expenses

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Administrative Costs | Office supplies, rent, etc. |  |
| Utilities | Electricity, water, internet |  |
| IT & Software | Systems, licenses, subscriptions |  |
| Marketing & Advertising | Digital marketing, promotions |  |
| Travel & Transportation | Transportation for outreach |  |
| Total Operating Expenses | |  |

# Indirect Costs (Overhead)

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Rent | Office rent / facility use |  |
| Utilities | Shared costs (electricity, water) |  |
| Administrative Salaries | Legal, HR, Finance Department expenses |  |
| Other |  |  |
| Total Indirect Costs | |  |

# Capital Expenditures

|  |
| --- |
| Contingency Fund |
| $ |

## Justification for Contingency

Explain the need for a contingency fund to cover unforeseen expenses, like cost overruns or unexpected operational delays. Include specific risks the contingency fund addresses.

|  |
| --- |
| Text |

# Cash Flow Projections

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Beginning Cash Balance: | | | | | $ | | |
|  |  |  |  |  | | |  |
| Cash Flow Projected Quarterly | | |  |  | | |  |
|  | Revenue | | Expenses | | | | Balance |
| Q1 |  | |  | | | |  |
| Q2 |  | |  | | | |  |
| Q3 |  | |  | | | |  |
| Q4 |  | |  | | | |  |
|  |  |  |  |  | | |  |
| Ending Cash Balance: | | | | | | $ | |

# Risk Assessment & Mitigation

## Financial Risks

|  |  |
| --- | --- |
| Financial Risks | Mitigation Strategies |
|  |  |
|  |  |

## Operational Risks

|  |  |
| --- | --- |
| Operational Risks | Mitigation Strategies |
|  |  |

# Approval Workflow

|  |  |  |
| --- | --- | --- |
| Prepared by | Signature | Date |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Reviewed by | Signature | Date |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Approved by | Signature | Date |
|  |  |  |

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| --- |
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