**[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+Business+Budget+Proposal-word-11142&lpa=Blank+Business+Budget+Proposal+word+11142)Business Budget Proposal   
Template**

Business Budget Proposal

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Company Name | | | | Fiscal Year / Quarter | |
|  | | | |  | |
|  |  |  |  |  |  |
| Department / Organization | | | | Submission Date | |
|  | | | |  | |
| Prepared by | | Reviewed by | | Approved by | |
|  | |  | |  | |

# Executive Summary & Business Objectives

## Overview

Provide a high-level summary of the budget proposal, the business objectives it aims to support, and how it aligns with the company's strategic goals.

|  |
| --- |
|  |

## Business Objectives

|  |
| --- |
|  |

## Total Budget

|  |
| --- |
| $ |

# Budget Proposal Justification

## Justification

Explain why the proposed budget is essential for meeting the company's objectives. Discuss critical investments in personnel, capital expenditures, travel, and operations. Provide reasoning for any significant increases or reductions in spending compared to previous years.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
|  |  |  |  |  |  |

## Key Investments

|  |  |
| --- | --- |
| Personnel |  |
| Capital Expenditures |  |
| Travel |  |

# Revenue Projections

|  |  |
| --- | --- |
| Revenue Source | Amount ($) |
| Sales Revenue |  |
| Service Contracts |  |
| External Funding (grants / loans) |  |
| Other Revenue (specify) |  |
| Total Projected Revenue |  |

# Personnel Costs

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Salaries & Wages |  |  |
| Employee Benefits | Health coverage, retirement, etc. |  |
| Payroll Taxes |  |  |
| Other (specify) |  |  |
| Total Personnel Costs | |  |

# Travel Expenses

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Domestic Travel |  |  |
| International Travel |  |  |
| Conferences & Training |  |  |
| Vehicle Costs | Mileage, rentals |  |
| Other (specify) |  |  |
| Total Travel Expenses | |  |

# Operating Costs

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Administrative Costs | Office supplies, rent, utilities |  |
| IT & Software | Systems, licenses, subscriptions |  |
| Marketing & Advertising | Digital marketing, promotions |  |
| Professional Services | Legal, HR, external consulting |  |
| Other (specify) |  |  |
| Total Operating Costs | |  |

# Capital Expenditures

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Equipment Purchases | New technology, office equipment |  |
| Facility Upgrades | Renovations, expansions |  |
| Other (specify) |  |  |
| Total Capital Expenditures | |  |

# Indirect Costs (Overhead)

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Rent & Utilities | Facility rent, utilities |  |
| Administrative Salaries | HR, legal, finance |  |
| Other (specify) |  |  |
| Total Indirect Costs (Overhead) | |  |

# Contingency & Risk Management

## Contingency Fund

|  |
| --- |
| $ |

## Justification for Contingency

Explain the need for a contingency fund to cover unforeseen expenses such as price fluctuations, operational delays, or unexpected emergencies.

|  |
| --- |
|  |

## Risk Assessment

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

# Cost Summary

|  |  |  |
| --- | --- | --- |
| Category | | Total ($) |
| Total Personnel Costs | |  |
| Total Travel Expenses | |  |
| Total Operating Costs | |  |
| Total Capital Expenditures | |  |
| Total Indirect Costs (Overhead) | |  |
| Contingency Fund | |  |
| Overall Total Budget | |  |
| Total Projected Revenue | |  |
| Surplus / Deficit | Surplus + / Deficit – |  |

# Approval Workflow

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

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

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

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