**[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=Sample+Department+Budget+Proposal-word-11142&lpa=Sample+Department+Budget+Proposal+word+11142)Department Budget Proposal   
Template – Example**

Department Budget Proposal

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Department Name | |  |  | Fiscal Year / Quarter | |
| Information Technology (IT) | | | | FY 20XX / Q1 | |
|  |  |  |  |  |  |
| Organization Name | | | | Date | |
| Bright Wave Technologies | | | | February 20, 20XX | |
|  |  |  |  |  |  |
| Prepared by | | Reviewed by | | Approved by | |
| Carmen Robertson | | Henry McNeal | | Raghu Prakash | |

# Executive Summary & Department Goals

## Overview

Provide a high-level summary of the department's purpose and key initiatives.

|  |
| --- |
| The IT Department at Bright Wave Technologies is focused on supporting the organization’s technological infrastructure, ensuring that our systems remain secure, scalable, and efficient. This budget proposal outlines key investments in personnel, technology upgrades, and cybersecurity enhancements that align with the company’s strategic objectives. |

## Department Objectives

Detail the strategic objectives that the budget supports, such as increasing efficiency, expanding capacity, or launching new projects.

|  |
| --- |
| * Improve network security by implementing advanced threat detection systems. * Upgrade cloud infrastructure to support scalability as the company grows. * Enhance IT support services to reduce downtime and improve response times. |

## Budget Overview

Specify the total budget amount and confirm its alignment with organizational goals.

|  |  |
| --- | --- |
| Total Budget: | $500,000 |

This budget aligns with the company’s goals of improving operational efficiency and strengthening data security.

# Budget Proposal Justification

## Justification

Explain why the requested budget is necessary to meet the department's goals and how each key expense is justified. Detail how additional personnel, equipment upgrades, or training programs directly contribute to the success of the department's objectives.

|  |
| --- |
| The requested budget is essential for the IT Department to meet its objectives in 20XX. Investments in personnel are necessary to handle the increased demand for IT support and ensure that our systems are maintained effectively. Critical upgrades to our cybersecurity infrastructure will safeguard the organization against potential threats, while new technology systems will improve the overall performance of our network. |

## Key Investments

Justify any major personnel, capital expenditures, or operational improvement allocations.

|  |  |
| --- | --- |
| Personnel Costs | Hiring two additional IT specialists to provide 24/7 support |
| Technology Upgrades | Upgrading cloud storage and network infrastructure to accommodate company growth |
| Cybersecurity Enhancements | Implementing AI-powered threat detection systems to prevent data breaches |

# Revenue & Income Sources

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Total Department Revenue: | | | $500,000 | | |
|  |  |  |  |  |  |
| Internal Funding | | | | $450,000 | |
| External Grants / Sponsorships | | | | $50,000 | |
| Other Revenue Streams (SaaS subscriptions) | | | | $0 | |

# Expense Summary by Category

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Total Department Expenses: | | | $500,000 | | |
|  |  |  |  |  |  |
| Personnel Costs | | | | $240,000 | |
| Operating Costs | | | | $170,000 | |
| Capital Expenditures | | | | $60,000 | |
| Contingency & Reserves | | | | $30,000 | |

# Personnel Costs

|  |  |  |
| --- | --- | --- |
| Salary & Wages | Description | Amount ($) |
| Department Head Salary | 50% Effort (IT Management) | $100,000 |
| Staff Salaries | Full-Time and Part-Time IT Specialists | $120,000 |
| Benefits | Health, Retirement Plans | $15,000 |
| Training & Development | IT Certifications & Seminars | $5,000 |
| Other |  |  |
| Total Capital Expenditures | | $240,000 |

# Operating Expenses

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Administrative Costs | Office Supplies, Utilities | $40,000 |
| Technology Costs | Software Licenses, IT Support | $100,000 |
| Travel & Transportation | IT Conference Attendance  (3 staff) | $30,000 |
| Other |  |  |
| Total Operating Costs | | $170,000 |

# Capital Expenditures

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Equipment Purchases | Upgrading servers and network systems | $45,000 |
| Infrastructure Upgrades | Office Renovations, Furniture | $15,000 |
| Other |  |  |
| Other |  |  |
| Total Capital Expenditures | | $60,000 |

# Operating Costs for Capital Investments

|  |  |  |
| --- | --- | --- |
| Category | Description | Amount ($) |
| Maintenance Costs | Ongoing maintenance for new equipment/facilities | $600,000 |
| Staffing Costs | New personnel needed for capital projects | $400,000 |
| Utilities | Increased utility costs due to expansion | $350,000 |
| Insurance | Additional insurance for new assets/facilities | $200,000 |
| Other |  |  |
| Total Operating Costs | | $1,550,000 |

# Contingency & Reserve Fund

## Contingency Amount

|  |
| --- |
| $30,000 |

## Justification for Contingency

Explanation for contingency and anticipated risks.

|  |
| --- |
| The contingency fund covers unexpected costs like hardware failures or urgent cybersecurity upgrades. This fund ensures the department can maintain operations without budget disruptions. |

# Risk Assessment & Mitigation

|  |  |
| --- | --- |
| Risks | Mitigation Strategies |
| Supply chain delays in equipment procurement | Work with multiple vendors and negotiate flexible delivery timelines. |
| Increased cybersecurity threats due to expanding infrastructure | Implement ongoing cybersecurity training for staff and AI-powered threat monitoring systems. |

# Budget Summary

|  |  |  |
| --- | --- | --- |
| Total Revenue | | $500,000 |
| Total Expenses | | $500,000 |
| Surplus / Deficit |  | $0 |

# Approval Workflow

|  |  |  |
| --- | --- | --- |
| Prepared by | Signature | Date |
| Carmen Robertson |  | February 20, 20XX |
|  | | |
| Reviewed by | Signature | Date |
| Henry McNeal |  | February 25, 20XX |
|  | | |
| Approved by | Signature | Date |
| Raghu Prakash |  | March 1, 20XX |

|  |
| --- |
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