**Line Item Budget Form Template Word**

### **Organization Details**

* **Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Project/Program Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Fiscal Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **Budget Breakdown**

| **Category** | **Estimated Cost** | **Actual Cost** | **Variance** |
| --- | --- | --- | --- |
| **Salaries & Wages** | **$\_\_\_\_\_\_** | **$\_\_\_\_\_\_** | **$\_\_\_\_\_\_** |
| **Equipment & Supplies** | **$\_\_\_\_\_\_** | **$\_\_\_\_\_\_** | **$\_\_\_\_\_\_** |
| **Travel & Training** | **$\_\_\_\_\_\_** | **$\_\_\_\_\_\_** | **$\_\_\_\_\_\_** |
| **Marketing & Advertising** | **$\_\_\_\_\_\_** | **$\_\_\_\_\_\_** | **$\_\_\_\_\_\_** |
| **Miscellaneous Expenses** | **$\_\_\_\_\_\_** | **$\_\_\_\_\_\_** | **$\_\_\_\_\_\_** |

### **Authorization**

* **Finance Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Budget Approver: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**