# IT Budget

**Purpose:** This document serves as a comprehensive IT budget planning sheet for forecasting expenses and allocations across various departments and categories. It allows organizations to plan, track, and analyze yearly or quarterly IT expenditures and optimize resource allocations.

## Prepared by

**Name:** {preparedBy}

**Department:** {departmentName}

**Fiscal Year:** {fiscalYear}

**Date of Preparation:** {preparationDate}

## Executive Summary

{executiveSummary}

## Objectives of IT Budget

{budgetObjectives}

## Budget Categories Overview

{#budgetCategories}

* **{categoryName}:** {categoryDescription}

{/budgetCategories}

## Itemized Budget Table

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item Name** | **Description** | **Category** | **Department** | **Planned Amount** | **Actual Amount** | **Status** |
| {#budgetItems}{itemName} | {description} | {category} | {department} | {plannedAmount} | {actualAmount} | {status}{/budgetItems} |

## Major Projects & Initiatives

{#projects}

* {projectName}: *{projectBrief}*

{/projects}

## Risks & Assumptions

{risksAndAssumptions}

## Contingency Plan

{contingencyPlan}

## Approval

**Approved By:** {approvedBy}

**Approval Date:** {approvalDate}

{^isApproved}**Note:** This budget is *not yet approved*.{/isApproved}

{#isApproved}**Status:**Approved{/isApproved}