

BUDGETING FORM

Project Name: _____

Prepared By: _____

Budget Reference No.: _____

1. SUMMARY

This Budgeting Form sets out the detailed financial plan for the project, including estimated income, expenses, cost allocations, and approvals necessary for completion. All figures must be presented precisely and comply with UK financial regulations. This document forms part of the contractual obligations and is legally binding.

2. INCOME

Source	Expected Amount (GBP)	Notes
Sales Revenue		
Investment Income		
Other Income		

3. EXPENSES

Category	Projected Cost (GBP)	Justification
Personnel		
Materials and Supplies		
Equipment Rental		
Travel and Subsistence		
Professional Fees		
Contingency		

4. COST ALLOCATION

Specify the method of cost allocation between departments, projects, or cost centers. All allocations must comply with the principles set out by UK accounting standards.

Department / Project	Allocated Amount (GBP)	Basis of Allocation

5. APPROVALS

Name	Position	Signature	Date

6. NOTES AND COMMENTS

Use this section to record any additional notes, comments, or relevant information pertaining to the budgeting process. All information recorded herein is subject to UK data protection legislation.

PREPARED BY

APPROVED BY

Signature: _____

Signature: _____

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