

IT DEPARTMENT BUDGET TEMPLATE

YEAR	MONTH	MONTHLY BUDGET	ANNUAL BUDGET
2023	JANUARY	\$200,000	\$2,500,000
<b>CURRENT FINANCIAL YEAR</b>			
Category	Budget	Monthly Budget Allocation	Annual Budget Allocation
Salaries & Wages	\$25,000	12.5%	31.25%
Employee Benefits	\$15,000	7.5%	18.75%
Training & Development	\$10,000	5.0%	12.50%
Consulting	\$10,000	5.0%	12.50%
Personal Costs	\$65,000	32.5%	162.50%
Operating Systems	\$2,000	1.0%	2.50%
Productivity Software	\$11,000	5.5%	27.50%
Specialized Software	\$4,000	2.0%	10.00%
Security Software	\$2,000	1.0%	5.00%
License Renewals	\$10,000	5.0%	25.00%
Software & Licenses	\$31,000	15.5%	77.50%
Computer & Peripherals	\$5,000	2.5%	12.50%
Networking Equipment	\$4,000	2.0%	10.00%
Data Center Costs	\$2,000	1.0%	5.00%
Telecommunications	\$2,000	1.0%	5.00%
Hardware & Equipment	\$22,000	11.0%	55.00%
Cloud Infrastructure	\$1,000	0.5%	2.50%
Data Storage	\$2,000	1.0%	5.00%
Hosting Fees	\$10,000	5.0%	25.00%
Cloud & Hosting Services	\$13,000	6.5%	32.50%
Help Desk Costs	\$20,000	10.0%	50.00%
Maintenance Contracts	\$10,000	5.0%	25.00%
Support Costs	\$30,000	15.0%	150.00%
IT Support & Maintenance	\$100,000	50.0%	500.00%
IT Consulting	\$10,000	5.0%	50.00%
Managed Services	\$10,000	5.0%	50.00%
External Security Audits	\$2,000	1.0%	10.00%
Consulting & Outsourcing	\$24,000	12.0%	240.00%
Office Supplies for IT	\$2,000	1.0%	10.00%
Depreciation	\$2,000	1.0%	10.00%
Contingency Fund	\$1,000	0.5%	5.00%
Miscellaneous	\$8,000	4.0%	40.00%
<b>TOTAL</b>	<b>\$200,000</b>	<b>100.0%</b>	<b>\$2,500,000</b>









