

# Departmental Budget Allocation Sample

## Small Team: Marketing Department

Category	Allocation (USD)	Notes
Salaries & Wages	30,000	Team of 3
Advertising	5,000	Campaigns & Promotions
Software & Tools	2,000	Subscriptions & Licenses
Training	1,000	Workshops, Webinars
Office Supplies	700	Stationery, Miscellaneous
Events	1,300	Conferences, Outreach
Total	40,000	

### Additional Notes

- Budget period: January to December 2024
- Salaries allocated for 3 full-time positions
- Advertising budget may be adjusted based on quarterly results