Use our "**IT company budget template**" and plan your company's annual budget.

The table is divided into mini-blocks by categories of budget costs:

- STAFF;
- SOFTWARE;
- HARDWARE;
- NETWORK;
- ADMINISTRATIVE COSTS;
- TRAINING;
- DATA COSTS;
- MAINTENANCE & SUPPORT.

Consider filling in one of the categories as an example:

	MONTHLY COST	YEARLY COST			NOTES	YEAR TOTAL
		Cost per Unit	Qty	Total		
STAFF						
Recruiting	$100.00			$0.00	outsource	$1,200.00
Salary	$3,000.00			$0.00	full-time	$36,000.00
Bonuses and perks		$5,000.00	1	$5,000.00		$5,000.00
Retention	$100.00			$0.00		$1,200.00
Staff augmentation				$0.00		$0.00
Consultants		$1,000.00	1	$1,000.00	contract	$1,000.00
Other (specify)				$0.00		$0.00
SUB TOTAL	**$3,200.00**			**$6,000.00**		**$44,400.00**

Each mini-table contains a list of cost items by category, for each of the proposed cost items, you can set the costs incurred monthly or annually.

- In the "MONTHLY COST" column, enter the standard costs (invariable in size) that you incur every month of the year, this value in the total column for the year will be multiplied by 12;

- In the "**Cost per Unit**" column, enter the cost of non-monthly expenses (which you bear from 1 time per year);

- In the "Qty" column, indicate the number of such irregular payments during the year (it can be 1 payment or 20 payments);

- The "Total" column will calculate the total number of irregular payments for the year;

- In the "NOTES" column, provide additional details regarding these expenses (purchase, payment under the contract, lease, etc.);

- In the "YEAR TOTAL" column, the total number of monthly and periodic expenses is calculated for each line;

- At the bottom of each table's summary rows are rows that calculate the sum of all monthly expenses, yearly expenses, and total expenses for each category.

Similarly, you need to fill in each mini-table.

At the bottom of the table is the final line of your company's budget:

TOTAL COSTS	$4,050.00	- Monthly	Yearly -	$21,530.00	Total Year -	$70,130.00

In the first cell you will see the total value of all monthly expenses, in the second - the sum of all irregular expenses for the year, in the last cell - the total value of all expenses for the year.