FLEET OPERATIONS & MAINTENANCE

Annual Budget Template

DOCUMENT ID

FISCAL YEAR

FLEET SIZE (NO. OF VEHICLES)

DEPARTMENT / COST CENTER

PREPARED BY

1. Fixed Operating Costs

EXPENSE CATEGORY	Q1 BUDGET	Q2 BUDGET	Q3 BUDGET	Q4 BUDGET	ANNUAL TOTAL
Vehicle Lease Payments					
Fleet Insurance Premiums					
Vehicle Depreciation					
Licensing, Permits & Registration					
Fleet Management Software / Telematics					
Subtotal Fixed Costs					

2. Variable Operating & Maintenance Costs

EXPENSE CATEGORY	Q1 BUDGET	Q2 BUDGET	Q3 BUDGET	Q4 BUDGET	ANNUAL TOTAL
Fuel (Gasoline / Diesel / Electric Charging)					
Scheduled Routine Maintenance (Oil, Filters, Fluids)					
Unscheduled / Major Repairs					

EXPENSE CATEGORY	Q1 BUDGET	Q2 BUDGET	Q3 BUDGET	Q4 BUDGET	ANNUAL TOTAL
Tires (Replacement, Rotation, Alignment)					
Tolls, Parking & Road User Charges					
Driver Training & Safety Programs					
Subtotal Variable Costs					

3. Budget Summary

SUMMARY CLASSIFICATION	Q1 TOTAL	Q2 TOTAL	Q3 TOTAL	Q4 TOTAL	ANNUAL BUDGET TOTAL
Total Fixed Operating Costs					
Total Variable Operating Costs					
Contingency Fleet Reserve (5%)					
GRAND TOTAL FLEET BUDGET					

BUDGET ASSUMPTIONS & NOTES

Fleet Manager Signature

Finance Director Approval

Date