

Monthly Budget Template

Prepared By:

TOTAL VARIANCE

Category 1 Total

Category 2 Total

3. IT Support & Professional Services

Managed IT Services Provider (MSP) Retainer

Helpdesk Support (Tier 1/2)

External IT Consultant Fees

Emergency / Out-of-Hours Support

Category 3 Total

4. Telecommunications & Connectivity

Primary Fiber/Broadband Internet Service

Backup Internet/LTE Failover

Office Landlines & VoIP Trunking

Category 4 Total

GRAND TOTALS

Notes, Deviations & Comments

IT Manager / Prepared By Date

Finance Approver / Authorized By Date