

# BUDGET PLANNING TEMPLATE

Tools to Plan and Manage  
Your Project Budget Effectively



LIVE  
design group

## PROJECT OVERVIEW

- PROJECT NAME: \_\_\_\_\_
- LOCATION: \_\_\_\_\_
- PROJECT TYPE: (E.G., WORSHIP CENTER, COMMUNITY HALL, ETC.)
- ESTIMATED START DATE: \_\_\_\_\_
- ESTIMATED COMPLETION DATE: \_\_\_\_\_



## BUDGET MANAGEMENT TIPS

- **Set Priorities:** Identify the most critical aspects of your project and allocate funds accordingly.
- **Regular Reviews:** Schedule periodic budget reviews to ensure you stay on track.
- **Maintain Flexibility:** Be prepared to adjust your budget as the project progresses and new information arises.

### Need Expert Guidance?

Planning and managing a budget for a building project can be complex. At LIVE Design Group, our expertise creating meaningful spaces ensures your project is not only beautiful but also cost-effective.

Contact us today to discuss how we can help you achieve your vision within your budget.

## BUDGET CATEGORIES

Ensure all aspects of your project are accounted for by categorizing your budget into the following sections:

- Site Acquisition and Preparation:
    - Land purchase: \$ \_\_\_\_\_
    - Site surveys and inspections: \$ \_\_\_\_\_
    - Site clearing and grading: \$ \_\_\_\_\_
  - Design and Planning:
    - Architectural design: \$ \_\_\_\_\_
    - Engineering fees: \$ \_\_\_\_\_
    - Interior design: \$ \_\_\_\_\_
  - Construction Costs:
    - Materials: \$ \_\_\_\_\_
    - Labor: \$ \_\_\_\_\_
    - Contractor fees: \$ \_\_\_\_\_
  - Fixtures, Furniture, and Equipment (FF&E):
    - Worship equipment: \$ \_\_\_\_\_
    - Office furniture: \$ \_\_\_\_\_
    - Audio/Visual systems: \$ \_\_\_\_\_
  - Permits and Insurance:
    - Building permits: \$ \_\_\_\_\_
    - Construction insurance: \$ \_\_\_\_\_
  - Contingency Fund:
    - Unforeseen expenses: \$ \_\_\_\_\_
- (Typically 10-15% of total budget)