CLOUDSWITCHED

FREE RESOURCE — SPREADSHEET

IT Budget Planning Spreadsheet

Comprehensive IT budget covering all categories including support, licensing, infrastructure, security, projects, and contingency. Plan and track your IT spend with confidence.

8	12mo	Track	Free
BUDGET CATEGORIES	PLANNING PERIOD	ACTUAL VS BUDGET	BUDGET TEMPLATE

How to Use This Spreadsheet

Complete the budget column for each line item based on quotes and historical data. Update the actual column monthly. Review variances quarterly with your IT provider and finance team. Use this to build a business case for IT investment.

1 IT Support & Managed Services

LINE ITEM	MONTHLY	ANNUAL BUDGET	ACTUAL YTD	
Managed IT Support (per user × headcount)	£	£	£	£
Out-of-Hours Support Add-On	£	£	£	£
On-Site Support (included or extra)	£	£	£	£
IT Consultancy / vCIO	£	£	£	£
Subtotal: IT Support	**£**	**£**	**£**	**£**

2 Software Licences & Subscriptions

LINE ITEM	MONTHLY	ANNUAL BUDGET	ACTUAL YTD		
Microsoft 365 Licences	£	£	£	£	
Adobe Creative Cloud	£	£	£	£	
Line-of-Business Applications	£	£	£	£	
Accounting Software	£	£	£	£	
CRM / Sales Tools	£	£	£	£	
Project Management Tools	£	£	£	£	
Subtotal: Software	**£**	**£**	**£**	**£**	

3 Security & Compliance

LINE ITEM	MONTHLY	ANNUAL BUDGET	ACTUAL YTD		
Endpoint Protection (EDR)	£	£	£	£	
Email Security / Anti-Phishing	£	£	£	£	
Backup Solution (Cloud)	£	£	£	£	
Security Awareness Training	£	£	£	£	
Cyber Essentials Certification	N/A	£	£	£	Annual
Penetration Testing	N/A	£	£	£	Annual
Subtotal: Security	**£**	**£**	**£**	**£**	

4 Infrastructure & Connectivity

LINE ITEM	MONTHLY	ANNUAL BUDGET	ACTUAL YTD	
Primary Internet (Leased Line / FTTP)	£	£	£	£
Backup Internet (4G/5G)	£	£	£	£
Cloud Hosting (Azure / AWS)	£	£	£	£
Domain & DNS Hosting	£	£	£	£
Phone System (VoIP / Teams)	£	£	£	£
Printer / Copier Lease	£	£	£	£
Subtotal: Infrastructure	**£**	**£**	**£**	**£**

5 Hardware Refresh & Capital Expenditure

LINE ITEM	QTY	UNIT COST	ANNUAL BUDGET		
Laptop Replacements		£	£	£	£
Monitor Replacements		£	£	£	£
Server Replacement / Upgrade		£	£	£	£
Network Equipment		£	£	£	£
Mobile Devices		£	£	£	£
Peripherals & Accessories		£	£	£	£
Subtotal: Hardware			**£**	**£**	**£**

6 Projects & Strategic Investment

PROJECT	BUDGET	ACTUAL	VARIANCE
	£	£	£
	£	£	£
	£	£	£
	£	£	£
Subtotal: Projects	**£**	**£**	**£**

7 Budget Summary

CATEGORY	ANNUAL BUDGET	ACTUAL YTD	VARIANCE	
IT Support & Managed Services	£	£	£	
Software Licences	£	£	£	
Security & Compliance	£	£	£	
Infrastructure & Connectivity	£	£	£	
Hardware Refresh	£	£	£	
Projects	£	£	£	
Contingency (10–15%)	£	£	£	
GRAND TOTAL	**£**	**£**	**£**	**100%**

Budget Benchmarks

UK SMEs typically spend 3–6% of revenue on IT. For a 50-person company, expect £50,000–£120,000 annually covering all categories. Businesses in regulated industries or with high growth plans should budget toward the higher end.

Notes

Need IT Budget Planning Support?

Our vCIO service helps you plan, optimise, and govern your IT budget aligned with business priorities.

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Prepared by: Date: Approved by:

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