

Event Budget Summary Sheet

Event Details

Event Name:	Annual Company Meeting
Date:	August 15, 2024
Location:	Grand Conference Hall
Prepared By:	Jane Doe

Estimated Income

Source	Estimated Amount
Registration Fees	\$5,000
Sponsorship	\$2,000
Other	\$500
Total Income	\$7,500

Estimated Expenses

Category	Estimated Amount
Venue Rental	\$2,000
Catering	\$1,500
Audio/Visual	\$800
Marketing & Promotion	\$600
Supplies & Materials	\$400
Staff/Volunteers	\$700
Miscellaneous	\$300
Total Expenses	\$6,300

Net Profit/Loss

Net Amount	\$1,200
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Important Notes:

- All amounts are estimates; actual values may vary.
- Regularly update the sheet with final figures for accuracy.
- Maintain documentation for all income and expense entries.
- This summary aids in financial planning and decision making for the event.
- Review approval process and required signatures as per organization policy.