

# Committee Meeting Budget Summary

## Meeting Details

Committee Name	Finance & Operations Committee
Date	March 22, 2024
Location	Main Conference Room, 3rd Floor
Prepared by	Alex Morgan

## Budget Overview

Description	Allocated	Actual	Variance
Venue	\$500	\$480	+\$20
Catering	\$350	\$380	-\$30
Materials & Supplies	\$150	\$120	+\$30
Miscellaneous	\$50	\$40	+\$10
<strong>Total</strong>	<strong>\$1,050</strong>	<strong>\$1,020</strong>	<strong>+\$30</strong>

## Summary & Remarks

The actual expenses for the meeting came in under budget, primarily due to lower costs for venue and materials. The slight overage in catering was offset by savings in other areas. No unexpected expenses occurred, and all payments have been documented.

## Important Notes

- Ensure all budget figures are accurate and updated before final submission.
- Attach receipts and supporting documents for all expenditures.
- Clearly document any variances and provide justifications.
- Summarize any actions needed for future budgeting improvements.
- Keep the document accessible for committee records and audits.