

Standard Meeting Budget Summary

Meeting Name:	Q2 Project Planning Session
Date:	April 22, 2024
Location:	Main Conference Room A
Prepared By:	Sam Jordan
Department:	Project Management

Budget Overview

Item	Description	Estimated Cost	Actual Cost
Venue Rental	Conference Room booking (8 hours)	\$500	\$480
Catering	Lunch and refreshments for 25 attendees	\$375	\$390
Materials & Supplies	Notepads, pens, projector, printed agendas	\$150	\$130
Travel Allowance	Local transportation for speakers	\$80	\$60
Miscellaneous	Unexpected expenses, contingencies	\$50	\$30
Total		\$1,155	\$1,090

Budget Summary

Estimated Total Budget:	\$1,155
Actual Total Expense:	\$1,090
Variance:	\$65 Under Budget

Important Notes

- This summary provides a transparent overview of expected and actual spending for meeting organization.
- Accurate tracking helps identify cost-saving opportunities and ensures budget compliance.
- All receipts and supporting documents should be attached for accounting records.
- Review variances to understand reasons for over- or under-spending.
- Templates can be adapted to suit the nature and scale of any meeting or event.