

Workshop/Training Meeting Budget Summary

Event Title: Effective Communication Skills Workshop

Date: 21 August 2024

Location: Downtown Conference Center

Prepared by: Jane Doe

Estimated Expenses

Description	Quantity	Unit Cost	Total
Venue Rental	1 Day	\$750	\$750
Audio/Visual Equipment	1 Set	\$200	\$200
Training Materials & Printing	30 Participants	\$10	\$300
Refreshments/Lunch	30 Participants	\$18	\$540
Facilitator Fee	1	\$500	\$500
Travel/Transport	-	\$180	\$180
Total Estimated Expenses			\$2,470

Estimated Income

Source	Details	Amount
Registration Fees	30 x \$100	\$3,000
Sponsorship	Local Business	\$700
Total Estimated Income		\$3,700

Net Surplus/Deficit	\$1,230
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Important Notes

- All figures are estimates and subject to final invoicing.
- Ensure receipts and supporting documents are recorded for all expenses.
- Review budget regularly and update as actual costs are incurred.
- Income sources should be confirmed in writing where possible.
- Present this summary to stakeholders for approval before committing expenditures.