

Budget Breakdown Table

Project: Event Launch Q4

Category	Description	Estimated Cost	Actual Cost	Variance
Venue	Hall rental for 2 days	\$2,000	\$2,200	+\$200
Catering	Food & Beverages	\$1,500	\$1,350	-\$150
Marketing	Online Advertisements	\$800	\$750	-\$50
Materials	Printed flyers & banners	\$400	\$420	+\$20
Staff	Support staff for event days	\$1,200	\$1,200	\$0
Total		\$5,900	\$5,920	+\$20

Important Notes

- Ensure all estimated costs are based on accurate and updated quotations.
- Record actual expenses promptly to monitor any variance from the budget.
- Use this document to improve budgeting for future projects.
- Attach all receipts and supporting documents for transparency and auditing purposes.
- Review variances and investigate significant overages or savings.