

Detailed Budget Line Item Breakdown

Project: Community Outreach Event

Date: June 2024

Budget Breakdown

Line Item	Description	Quantity	Amount (USD)
Venue Rental	Main hall rental for 1 day event	1	1,200
Audio/Visual Equipment	Microphones, speakers, projector, screens	1 set	600
Catering	Buffet lunch & refreshments for attendees	80 persons	1,200
Materials & Printing	Event programs, banners, handouts	80 sets	320
Transportation	Rental van for staff & materials	1 day	150
Staff Honorarium	Support staff for event setup and coordination	4	400
Miscellaneous	Contingency, emergency supplies, extra costs	-	130
			Total 4,000

Important Notes

- Ensure all budget assumptions are clearly stated and realistic.
- Receipts and documentation should be retained for each expense.
- Regularly review and update budget estimates as project requirements evolve.
- Include contingency funds for unexpected costs.
- Budget must be approved by the relevant authority before expenditure.