# Detailed Budget Breakdown

**Project Name:** XYZ Community Event
**Date Prepared:** 2024-06-15

## Budget Summary Table

| Category | Item Description | Quantity | Unit Cost | Total Cost |
|---|---|---|---|---|
| 1. Venue & Facilities | | | | |
| | Hall Rental | 1 | $800 | $800 |
| | Audio/Visual Equipment | 1 | $350 | $350 |
| 2. Staffing | | | | |
| | Event Coordinator | 1 | $500 | $500 |
| | Volunteers (stipends) | 5 | $60 | $300 |
| 3. Materials & Supplies | | | | |
| | Stationery & Printing | 100 | $1.50 | $150 |
| | Decorations | 1 | $120 | $120 |
| 4. Food & Refreshments | | | | |
| | Snacks & Beverages | 100 | $4.00 | $400 |
| 5. Miscellaneous | | | | |
| | Contingency (5%) | 1 | $112 | $112 |
| **Total Budget** | | | | **$2,732** |

## Important Notes

- All estimates should be based on current market prices and provide supporting quotes where possible.
- Include a contingency line to cover unexpected costs.
- Review and update the budget periodically as the project progresses.
- Ensure each cost is categorized appropriately for transparency.
- Approval may be required before any expenditure is made; follow your organization's financial policies.