

# Detailed Budget Summary for Event

## Event Information

Event Name	Annual Sales Conference 2024
Date	July 15, 2024
Location	Grand Ballroom, City Center Hotel
Prepared By	Jane Smith

## Budget Breakdown

Category	Description	Estimated Cost (\$)	Actual Cost (\$)	Notes
Venue Rental	Main Ballroom (8 hrs)	2,500	2,400	Full-day booking discount applied
Catering	Buffet lunch for 100 guests	3,000	3,150	Vegetarian options included
Audio/Visual	Sound, projector, 2 microphones	700	680	Included technician fee
Decorations	Stage & table décor	400	350	
Marketing	Digital promo, banners	750	800	Extra social media ads
Printing	Name tags & programs	150	120	
Other	Gifts & tokens	300	295	
Total		7,800	7,795	

## Summary & Approval

Approved By	Michael Turner
Date Approved	June 20, 2024

## Important Notes

- Always retain receipts and supporting documents for all expenses.
- Compare estimated and actual costs to track budget variances.
- Include contingencies in the budget for unforeseen expenses.
- Itemize every budget category for clear accountability and transparency.
- Obtain necessary approvals before incurring major costs.