

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 decor	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.