

# Editable Event Summary Budget (CSV File Format)

## 1. CSV Fields Structure

Event Name,Event Date,Category,Item,Description,Estimated Cost,Actual Cost,Variance,Comments

## 2. Sample Entries

Event Name	Event Date	Category	Item	Description	Estimated Cost	Actual Cost	Variance	Comments
Annual Gala	2024-10-10	Venue	Hall Rental	City Hall Main Room	2000	1950	50	Negotiated discount
Annual Gala	2024-10-10	Catering	Dinner	Buffet (120 guests)	3600	3750	-150	Extra desserts added
Annual Gala	2024-10-10	Entertainment	Live Band	The Jazz Ensemble	1200	1200	0	
Annual Gala	2024-10-10	Decor	Floral Arrangements	Table centerpieces	400	380	20	

## 3. Important Notes

- Maintain the same field order as shown in the CSV structure.
- Fields such as "Estimated Cost" and "Actual Cost" should be numeric without currency signs.
- Use consistent categories (e.g., Venue, Catering, Entertainment, Decor) for better reporting.
- Update the "Variance" column to reflect the actual difference (Estimated - Actual).
- Always save editable versions securely and keep backups.
- Review totals and reconcile discrepancies before final approval.