

Event Budget Summary

Event: Annual Fundraising Gala

Category	Description	Estimated Cost (\$)	Actual Cost (\$)
Venue	Main Hall Rental	3,000	2,800
Catering	Dinner Buffet	4,500	4,650
Audio/Visual	Sound & Lighting	1,200	1,100
Decorations	Floral & Table Settings	900	950
Entertainment	Live Band	1,500	1,500
Marketing	Promotional Materials	600	580
Total		11,700	11,580

- Ensure all actual costs are supported by receipts or invoices.
- Update estimated costs regularly to reflect latest vendor quotes.
- Include a contingency line (5-10%) for unexpected expenses.
- Maintain transparency for audit and future event planning purposes.