|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **EVENT BUDGET** | | | | | | |
|  | | | | | | |
| **Summary** | | **Estimate** | | | **Actual** | **Estimate Less Actual** |
| Income | | $70,000.00 | | | $80,000.00 | -$10,000.00 |
| Expenditure | | $48,100.00 | | | $55,950.00 | -$7,850.00 |
| Balance | | $21,900.00 | | | $24,050.00 | -$2,150.00 |
|  |  | |  |  | |  |
| **Expenditure** | | | **Estimate** | **Actual** | | **Estimate Less Actual** |
| Location |  | | $11,400.00 | $12,250.00 | | -$850.00 |
| Rent | | | $1,200.00 | $1,200.00 | | $0.00 |
| Equipment Needs | | | $2,000.00 | $2,500.00 | | -$500.00 |
| Tables | | | $1,000.00 | $1,100.00 | | -$100.00 |
| Chairs | | | $800.00 | $950.00 | | -$150.00 |
| Audio and Video Appliances | | | $2,000.00 | $2,500.00 | | -$500.00 |
| Internet | | | $2,000.00 | $1,800.00 | | $200.00 |
| Supporter | | | $1,200.00 | $1,200.00 | | $0.00 |
| Security | | | $1,200.00 | $1,000.00 | | $200.00 |
| **Food And Drinks** | **Sub Total** | | **$21,600.00** | **$25,100.00** | | **-$3,500.00** |
| Food | | | $4,000.00 | $5,000.00 | | -$1,000.00 |
| Snacks | | | $2,000.00 | $1,800.00 | | $200.00 |
| Mock tails | | | $5,000.00 | $4,000.00 | | $1,000.00 |
| Cocktails | | | $5,000.00 | $8,000.00 | | -$3,000.00 |
| Serving Staff | | | $1,200.00 | $1,500.00 | | -$300.00 |
| Coffee Cart | | | $1,200.00 | $1,000.00 | | $200.00 |
| Bar Staff | | | $1,200.00 | $1,500.00 | | -$300.00 |
| Disposals | | | $1,000.00 | $800.00 | | $200.00 |
| Others | | | $1,000.00 | $1,500.00 | | -$500.00 |
| **Decoration** | **Sub Total** | | **$6,900.00** | **$8,200.00** | | **-$1,300.00** |
| Lights | | | $1,000.00 | $1,200.00 | | -$200.00 |
| LED Screens | | | $2,000.00 | $2,500.00 | | -$500.00 |
| Special Chairs | | | $1,200.00 | $1,500.00 | | -$300.00 |
| Decorative Lamps | | | $500.00 | $800.00 | | -$300.00 |
| Bouquets | | | $1,000.00 | $1,000.00 | | $0.00 |
| Rare Flowers | | | $1,200.00 | $1,200.00 | | $0.00 |
| **Event Programmers** | **Sub Total** | | **$8,200.00** | **$10,400.00** | | **-$2,200.00** |
| Speakers | | | $2,000.00 | $2,200.00 | | -$200.00 |
| Presentations | | | $1,000.00 | $1,200.00 | | -$200.00 |
| Project Managers | | | $1,200.00 | $1,500.00 | | -$300.00 |
| Event Organizers | | | $2,000.00 | $2,500.00 | | -$500.00 |
| Others | | | $2,000.00 | $3,000.00 | | -$1,000.00 |
|  |  | |  |  | |  |
| **Income** | | | **Estimate** | **Actual** | | **Estimate Less Actual** |
| Sales(Kept for Conference) | | | $50,000.00 | $55,000.00 | | -$5,000.00 |
| Others | | | $20,000.00 | $25,000.00 | | -$5,000.00 |
| Total | | | $70,000.00 | $80,000.00 | | -$10,000.00 |