

Event Budget Planner

Budget Summary		Summary of Expenses and Income	
Total Expenses	\$3,379.20	Expenses	
Total Actual Income	\$3,405.00	Location	\$1,700
Balance	\$25.80	Program	\$800
		Food & Drink	\$450
		Supplies	\$109
		Other	\$320
		Uncategorized	\$0
		Total	\$3,379

Legend: Actual Income (orange), Total Expenses (blue)

Expenses				
Description	Category	Quantity	Unit cost	Amount
Room Rental	Location		1,700.00	1,700.00
Catering	Food & Drink		450.00	450.00
Speaker	Program		800.00	800.00
Custom Pens	Supplies	210	0.52	109.20
Audio CDs	Other	80	4.00	320.00
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Total Expenses				\$ 3,379.20

Income / Funding						
Description	Unit Cost	Estimate Qty	Estimate Amt	Actual Qty	Actual Amount	
Registration	45.00	100	4,500.00	75	3,375.00	
Sales (Audio CDs)	10.00	15	150.00	3	30.00	
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Total			\$4,650.00	Total		\$ 3,405.00