Bright Occasions Ltd

Event planning budget tracker

Event budget - every line item, budgeted vs actual.

Event	Sarah Mitchell
Date	9 November 2026
Total budget	£45.00

Budget

Description	Qty	Unit price	Amount
Venue hire			£120.00
Catering - covers	covers	£45.00	£850.00
AV and production			£1,250.00
Décor and flowers			£2,400.00
Staffing			£45.00
Contingency			£120.00

Totals

	Amount
Total budgeted	£850.00
Total actual	£1,250.00
Variance	£2,400.00

Sign-off

Name	Signature	Date