

CORPORATE HOLIDAY PARTY EXPENSE LEDGER

Internal Event Planning & Budget Tracking

EVENT TITLE:

DATE OF EVENT:

ORGANIZER / DEPT:

VENUE LOCATION:

TOTAL BUDGET ALLOCATED

TOTAL PROJECTED EXPENSES

TOTAL ACTUAL EXPENSES

REMAINING BALANCE

1. Venue & Facilities

Venue Rental / Fees

Service Charges /
Clean-up

Security / Permits

2. Food & Beverage

Catering Services

Bar Services /
Beverages

Cake / Desserts

3. Entertainment & Themes

DJ / Band / Music

Photo Booth / Props

Decorations /
Lighting

4. Gifts, Awards & Admin

Raffle Prizes /
Giveaways

Invitations / Signage

Transportation /
Parking

TOTAL EXPENSES

PREPARED BY (EVENT COORDINATOR)

APPROVED BY (DEPARTMENT HEAD / FINANCE)