

# STAFF CHRISTMAS PARTY

## Budget & Expense Tracker

Event Date:

Organizer:

Venue:

Expected Guests:

TOTAL BUDGET

TOTAL ACTUAL SPEND

REMAINING BALANCE

1. Venue & Catering

**Subtotal**

2. Entertainment & Activities

**Subtotal**

3. Decorations & Theme

**Subtotal**

4. Gifts, Prizes & Favors

**Subtotal**

5. Miscellaneous / Contingency

**Subtotal**