

ANNUAL COMPANY PICNIC EXPENSE REPORT

Event Planning & Expense Tracking Template

Company Name: _____	Date of Event: _____
Coordinator: _____	Location/Venue: _____
Department: _____	No. of Attendees: _____

EXPENSE ITEM / DESCRIPTION	BUDGETED COST	ACTUAL COST	VARIANCE	NOTES / VENDOR
1. Venue & Rentals				
Venue Rental / Park Permit				
Tents, Canopies & Umbrellas				
Tables, Chairs & Linens				
Portable Restrooms & Handwashing Stations				
Power Generators / Utility Fees				
2. Catering, Food & Beverages				
Main Meals / Catering Service				
Snacks, Desserts & Ice Cream				
Beverages (Alcoholic)				
Beverages (Non-Alcoholic)				
Ice, Coolers & Disposable Tableware				
3. Entertainment & Activities				
DJ, Live Music or Sound System Rental				
Inflatables / Bounce Houses / Lawn Games				
Face Painters / Entertainers				
Raffle Prizes & Team Awards				
4. Logistics, Signage & Miscellaneous				

EXPENSE ITEM / DESCRIPTION	BUDGETED COST	ACTUAL COST	VARIANCE	NOTES / VENDOR
Invitations, Banners & Directional Signage				
Event Insurance & Liability Permits				
First Aid, Safety Supplies & Security				
Waste Disposal & Clean-up Fees				
Transportation / Shuttle Services				
TOTAL PICNIC EXPENSES				

FINANCIAL SUMMARY	
TOTAL APPROVED BUDGET	
TOTAL ACTUAL SPENT	
NET REMAINING / OVER BUDGET	

Prepared By (Signature / Date)

Approved By (Signature / Date)