PARTY PLANNING BUDGET SHEET

Name: _____   **Date:** _____

OVERALL SPEND LIMIT

$ _____

FIXED EXPENSES

	Budgeted Amount	Actual Spent
Venue Cost :	$ _____	$ _____
Catering :	$ _____	$ _____
DJ :	$ _____	$ _____
_____ :	$ _____	$ _____
_____ :	$ _____	$ _____
Total Fixed Expenses:	**$ _____**	**$ _____**

CASH ENVELOPES

	Budgeted Amount	Actual Spent
Food :	$ _____	$ _____
Decorations :	$ _____	$ _____
Party Favors :	$ _____	$ _____
_____ :	$ _____	$ _____
_____ :	$ _____	$ _____
Total Fixed Expenses:	**$ _____**	**$ _____**