



Version 1.6 – Release Date 9/1/15

Budget worksheet numbers

Budget worksheet labels

Budget projection

Adjusted budget
after projection

Comparison to previous events

Variance between comparison & budget

Actual Costs
from Invoices

Variance between budget & actuals

Event Details

— Select once estimate is approved

Once estimate has been approved, shows remaining money available

Budget worksheet label

Budget worksheet long description for the coversheet

Budget worksheet

Each individual budgeted item (i.e. food, rentals, etc). Can be used per vendor or per item, depending on how you and your business officer needs to see it

List vendor

Initial budget projection
Once approved, should not
be altered at all

Enter your comparison number
to translate to the summary

Variance between the comparison & budget (start vs. CY Est and adjusts to Updated once it is used)

For use after initial budget is approved

Variance between budget & actuals

Notes that relate specifically to each line item.
Text will wrap to allow for long notes.



Event Details

- Fill out the event details on the “Financial Breakout” tab
 - Event Name, Event Location (or locations), Event Manager, Client Name, Event Date, Estimated Guest Count and Event Time.

K	L	M
		EVENT DETAILS
EVENT:	Event Name	
LOCATION:	Event Location	
MANAGER	Your Name	
CLIENT:	Client Name	
DATE:	1/1/01	
EST GUEST COUNT:		
TIME:	12:00AM - 12:00PM	
UPDATED GUEST CNT:		
PY GUEST COUNT:		

- If you are comparing this event to a previous year, add in the PY Guest Count. This will give you a per person cost based on the previous year expenses.
- Updated Guest Count will be described later.
- All of these details will automatically populate into the “Estimate” tab, or coversheet.

Event Budget Estimate

Event:	Event Name	Date:	1/1/01
Location:	Event Location	Guest Count:	100
Manager:	Your Name	Time:	12:00AM - 12:00PM
Client:	Client Name		

Line Item	Detail	Estimate
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Building the Budget Line Items

- Select the “Line Item” field, which is the top box of each of the financial breakout sections.

A screenshot of a budget form. The top row is labeled '28' and '1'. Below it is a dropdown menu labeled 'ITEM'. The dropdown menu is currently empty, showing only the label 'ITEM'.

- Click the arrows that pop up to the right of the field to bring up a list of selectable items.

A screenshot of a budget form. The top row is labeled '28' and '1'. Below it is a dropdown menu labeled 'ITEM'. The dropdown menu is open, showing a list of selectable items: Invitations & Printing, Catering, Florals, Rentals, Facilities, Parking, Security/DPS, Location Rental Fee, Technical Production, Art Direction Elements, Entertainment, Gifts / Awards, Walkie Talkies, Photography / Videography, Other 1, Other 2, and CRUE Events Services.

- Select the item that fits the category that you will be budgeting for.
- If you need a category that is not on this list, exit the list and scroll to Column AC. There you will find the list of all the categories that are usable. You may edit the fields that are labeled as “Other 1” and “Other 2”

AB	AC
	Line Item List
	Invitations & Printing
	Catering
	Florals
	Rentals
	Facilities
	Parking
	Security/DPS
	Location Rental Fee
	Technical Production
	Art Direction Elements
	Entertainment
	Gifts / Awards
	Walkie Talkies
	Photography / Videography
Editable -->	Travel
Editable -->	Misc
	CRUE Events Services

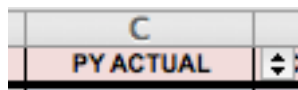


- Select the category in as many of the Line Item worksheets as you need. As you select them, you will see them automatically populate the top summary, replacing the character “0” in any field that is unused.
- Once you have completed adding all the worksheets you will need, it should look like this. Note – any cells that have “0” in them will remain blank of the Estimate.

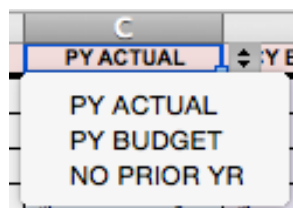
A	B	C	D	E	F	G	H
	ESTIMATE LINE ITEM	PY ACTUAL	CY EST COST	EST VAR PY v CY	UPDATED COST	CY ACTUAL	VAR CY EST v ACT
1	Invitations & Printing	\$ -	\$ -	\$0.00		\$ -	\$0.00
2	Catering	\$ -	\$ -	\$0.00		\$ -	\$0.00
3	Florals	\$ -	\$ -	\$0.00		\$ -	\$0.00
4	Rentals	\$ -	\$ -	\$0.00		\$ -	\$0.00
5	Facilities	\$ -	\$ -	\$0.00		\$ -	\$0.00
6	Parking	\$ -	\$ -	\$0.00		\$ -	\$0.00
7	Security/DPS	\$ -	\$ -	\$0.00		\$ -	\$0.00
8	Location Rental Fee	\$ -	\$ -	\$0.00		\$ -	\$0.00
9	Technical Production	\$ -	\$ -	\$0.00		\$ -	\$0.00
10	Art Direction Elements	\$ -	\$ -	\$0.00		\$ -	\$0.00
11	Entertainment	\$ -	\$ -	\$0.00		\$ -	\$0.00
12	Gifts / Awards	\$ -	\$ -	\$0.00		\$ -	\$0.00
13	Walkie Talkies	\$ -	\$ -	\$0.00		\$ -	\$0.00
14	Photography / Videography	\$ -	\$ -	\$0.00		\$ -	\$0.00
15	Travel	\$ -	\$ -	\$0.00		\$ -	\$0.00
16	Misc	\$ -	\$ -	\$0.00		\$ -	\$0.00
17	CRUE Events Services	\$ -	\$ -	\$0.00		\$ -	\$0.00
95	Subtotal		\$ -		Estimate Sent & Approved:		
96	Contingency (5%)		\$ -		Contingency Remaining (EST vs Update):		
97	Total	\$ -	\$ -	\$0.00	\$ -	\$ -	\$ -
98	Per Person Cost	NA	\$ -		NA	NA	

Setting the Comparison

- The worksheet has the option to show you a comparison to the event’s previous year budget, previous year actuals, or denote that there was no prior event.
 - Select the field in column C, row 1



- Click the arrows that pop up to the right of the field to bring up a list of selectable comparison labels.



- Selecting the appropriate comparison label from the list will populate all of the comparison header fields in each worksheet.



- Each budget worksheet should be filled out with all the pertinent details that go into each budget line item.
- Fill out the “Item” field with the details of the budget piece.
- Fill out the “Vendor” field with the party responsible for providing the good or service.
- All initial budget figures should be inserted into the “CY EST COST” cells, which will generate the full budget.
 - The fields that are gray should not be touched as they are calculations.
- Fill out the “Description” cell with the details that you want on your “Estimate” cover sheet.
- The “Notes” field is for any notes that are important for you to remember about the details of the budgeted line item.

[illegible]



Finalizing the Budget

- Once you have completed entering all of your budget work sheets, it is time for you to adjust the formatting of the “Estimate” tab to have a clean copy for your client to approve.
- Move the “Estimate” tab and adjust each row height to the heights specified in column

Row Height	1 row-16, 2 rows-28, 3 rows-40, 4 rows-52
Item Count	2

“H” for how long your text is in each cell. Each line with text will need to be adjusted.

- Once you have adjusted the text, highlight the rows from row 31, which says “end” in the cells across the row, to the row below your last row of text. Right click and select

Line Item	Detail	Estimate
Invitations & Printing:	test	\$ 1,000.00
Catering:	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.	\$ 500.00
end:	end	end
Contingency (5%):		\$ 75.00

“Hide” from the menu.

- This should allow for you to have a clean copy of the budget for your client to approve. When you save the budget as a PDF in order to send, you will note that the printable area has been set to print only to Column N so that all information to the right of Column N will remain internal for your use only.



Once you have submitted your budget and your client has approved, it is imperative that you lock your estimate down and no longer adjust it. From this point forward, you should no longer modify the “CY EST COST” column.

- Click into the “Estimate Sent & Approved” in cell H95 and select “yes”

Estimate Sent & Approved:	
Contingency Remaining (EST vs Update):	Yes
- \$ -	\$75.00

- When you select yes, you will notice that all of your estimated costs from the “CY EST COST” column will translate into the “UPDATED COST” column. The “Contingency Remaining” total will also populate in cell H96. This will tell you how much contingency you have left as you move forward updating the budget.

Estimate Sent & Approved:	Yes
Contingency Remaining (EST vs Update):	\$75.00



- From this point forward, any adjustments you make to the budget prior to receiving final invoicing should be placed into the “UPDATED COST” column. The budget will auto-calculate the differences and relay an updated budget in to the Budget Worksheet Summary. All of the “Variance” columns will now calculate based on the “Updated Cost” Column as well. (see below)

1	Invitations & Printing	DESCRIPTION:	test				
	ITEM	VENDOR	PY ACTUAL	CY EST COST	EST VAR PY v CY	UPDATED COST	CY ACTUAL
	Test	USC	\$ 500.00	\$ 1,000.00	(\$350.00)	\$ 850.00	
					0		
					0		
					0		
					0		
					0		
					0		
					0		
					0		
					0		
		Section 1 Total	\$ 500.00	\$ 1,000.00	(\$350.00)	\$ 850.00	\$ -

- | | | |
|-----------------|---|-------------------|
| ADDENDUM | Estimate Sent & Approved: | Yes |
| | Contingency Remaining (EST vs Update): | (\$425.00) |

- | | |
|--------------------|--|
| UPDATED GUEST CNT: | |
|--------------------|--|



Closing the Event/Budget

- As you receive your invoices with actual costs you should input the actuals into the “CY Actual” cell of the appropriate line item.
- Enter the invoice number, invoice date, date the estimate was sent to be processed, along with any notes on the final actuals in the corresponding cells in columns “O” through “R.”
- Input your final guest count in cell M23.
- When all costs are in, click in cell Q17 and select “Complete.”

All Costs Input. Budget Final:	
	COMPLETE