Tracking actuals and cash flow

03 · Budgeting · about 10 minutes

Deposits, milestone payments, final balances and the week after. Build a payment calendar so nothing is late and nothing is paid twice.

Before you start

The event you are applying this to (real or the running gala example):

Date · guests · budget envelope:

Work through the objectives

1. Build a payment calendar from contracts

2. Track committed vs actual spend

3. Close the budget within 14 days of the event

Apply it: three decisions for your event

DECISION	WHAT YOU CHOSE AND WHY	OWNER / BY WHEN

Check your understanding

Most vendor deposits in the GTA are

The budget should be closed

Answers are on the lesson page after you take the quiz.

One line to remember