

# Budgeting: anggaran dan kontrol biaya event

Knowledge 4 | Fase 2: Uang | Minggu 5 sampai 6

Anggaran adalah rencana event dalam angka. Dua minggu ini melatih menyusun anggaran dari nol, menetapkan margin dan cadangan, memantau realisasi, dan menjaga arus kas agar EO tidak menalangi klien.

**Kuis:** lulus (terbaik 3/3, 1 kali)

**Status topik:** selesai

## Acuan

- SITXFIN009 Manage finances within a budget (unit inti)
- SITXFIN010 Prepare and monitor budgets
- HM 336 Hospitality Managerial Accounting, Penn State University (AS), Hospitality Management (HM) dan RPTM, Meeting and Event Management Certificate (University Bulletin 2026)
- 9302IC Managerial Accounting, EHL Hospitality Business School (Swiss), BSc International Hospitality Management (Course Catalogue 2025/2026)

## Inti materi

1. Anggaran disusun per kategori biaya: venue, produksi teknis, dekorasi, catering, dokumentasi, hiburan, kru, transportasi, perizinan, dan lain-lain, ditambah cadangan 5 sampai 10 persen.
2. Bedakan biaya tetap (sewa venue) dan biaya variabel (catering per pax). Biaya variabel ikut berubah saat jumlah tamu berubah.
3. Margin dihitung dari total biaya, bukan dari harga jual. Harga jual = biaya + cadangan + margin yang kamu inginkan.
4. Arus kas direncanakan per termin: DP klien harus menutup DP vendor, pelunasan klien sebelum pelunasan vendor.
5. Selama produksi, catat realisasi tiap pengeluaran di kolom sebelah anggaran. Selisih di atas 10 persen pada satu kategori harus dilaporkan dan diputuskan, bukan dидiamkan.
6. Laporan keuangan event sederhana setelah acara: anggaran vs realisasi, margin nyata, dan pelajaran untuk penawaran berikutnya.

## Sumber

- [Unit AQF] SITXFIN009 Manage finances within a budget (PDF resmi training.gov.au). training.gov.au, Pemerintah Australia (SIT50322 Release 2), 2022 (badan pemerintah). [https://training.gov.au/assets/SIT/SITXFIN009\\_R1.pdf](https://training.gov.au/assets/SIT/SITXFIN009_R1.pdf)
- [Unit AQF] SITXFIN010 Prepare and monitor budgets (PDF resmi training.gov.au). training.gov.au, Pemerintah Australia (SIT50322 Release 2), 2022 (badan pemerintah). [https://training.gov.au/assets/SIT/SITXFIN010\\_R1.pdf](https://training.gov.au/assets/SIT/SITXFIN010_R1.pdf)
- [Kampus] Penn State University (AS): Hospitality Management (HM) dan RPTM, Meeting and Event Management Certificate. Penn State University (AS), University Bulletin 2026 (universitas terakreditasi). <https://bulletins.psu.edu/university-course-descriptions/undergraduate/hm/>
- [Kampus] EHL Hospitality Business School (Swiss): BSc International Hospitality Management. EHL Hospitality Business School (Swiss), Course Catalogue 2025/2026 (universitas terakreditasi). <https://www.ehl.edu/en/study/bachelor-degree-in-hospitality>
- [Buku teks] OpenStax Principles of Accounting Vol. 2, 7.1 Describe How and Why Managers Use

Budgets. OpenStax (Rice University), 2024 (revisi web 29 Juli 2024 per metadata buku OpenStax; terbit 2019) (universitas terakreditasi).

<https://openstax.org/books/principles-managerial-accounting/pages/7-1-describe-how-and-why-managers-use-budgets>

- [Panduan] Brighton Council (Tasmania): Event Management Kit, bagian Budget dan checklist Budget & Funding. Brighton Council (pemerintah daerah, Tasmania, Australia), 2025 (edisi 8 Juli 2025; metadata PDF 15 Jul 2025) (badan pemerintah).  
<https://www.brighton.tas.gov.au/wp-content/uploads/2025/07/FINAL-Event-Management-Kit-8-July-25.pdf>
- [Kampus] University of Exeter Event Toolkit: Budget and costing events. University of Exeter, Marketing, Student Recruitment and Communications, 2024 (header HTTP Last-Modified 15 Jul 2024) (universitas terakreditasi).  
<https://www.exeter.ac.uk/departments/communication/communications/events/toolkit/budget-costing/>