Appendix 3 Budget detail

Review expenditure and approve upcoming expenses

Initial budget from agreement

Agreement required DELWP to ..

Provide a budget, identifying the different items (eg labour, consultancy fees, materials, equipment etc). Budgeted costs must be GST exclusive. The budget is to include the estimated cash value of any in‑kind contribution. For this project inkind labour was the major contribution of DELWP and working group members

Estimated budget in initial application

| **Element** | **$** |
| --- | --- |
| Consultancy Fees | $15000 |
| Professional Services | $50,000 |
| Project Management | $45,000 |
| Administrative Costs (eg postage, stationery, printing, telephone) | $10,000 |
| Equipment | $20,000 |
| Construction  | $ |
| Travel and accomodation | $10,000 |
| Other | $20,000 |
| **Total (GST exclusive) (must equal Q 12 total)** | **$170,000** |

The following table indicates the agreed contribution from the NBMP and program partners.As per the agreement the contributors’ total contributions, must equal or exceed the NBMP **amount**. Include the estimated cash value of any in-kind contribution.

|  |  |
| --- | --- |
| **Contributor** | **$** |
| **NBMP (Commonwealth)** | 85,000 |
| **Applicant contribution:** |  |
| * **Cash**
 |  |
| * **In Kind**
 | 30,000 |
| **Other partners (Q 13):** |  |
| * **Cash**
 |  |
| * **In Kind**
 | 55,000 |
| **Total: (must equal Q 11 total)** | 170,000 |

Summary of in kind contribution of working group partners



Total in kind contribution : $96,269

Summary of costs incurred and processed to the NBMP funding of $85,000

|  |  |  |  |
| --- | --- | --- | --- |
| **Vendor/Customer Description** | **Batch/Invoice Description** | **Posted date** | **Amount** |
| IMAGE DIRECT WORLD ENTREPRENEURS | Web page development | 1-Jul-17 | 5,700.00 |
| IMAGE DIRECT WORLD ENTREPRENEURS | Web training - 1 day J Pakan | 1-Jul-17 | 80 |
| IMAGE DIRECT WORLD ENTREPRENEURS | Business cards  | 13-Nov-17 | 78.37 |
| IMAGE DIRECT WORLD ENTREPRENEURS | Promotional posters  | 13-Nov-17 | 152.92 |
| IMAGE DIRECT WORLD ENTREPRENEURS | Additional poster run | 13-Nov-17 | 232.33 |
| IMAGE DIRECT WORLD ENTREPRENEURS | Poster run 3 | 13-Nov-17 | 387.51 |
| IMAGE DIRECT WORLD ENTREPRENEURS | Poster run 4 | 13-Nov-17 | 507.05 |
| CHRIS HUMPHREY OFFICE NATIONAL | Stationary for CBc | 12-Dec-17 | 75.45 |
| BRIDGES ON ARGYLE | CFA attendee to CBC | 16-Nov-17 | 160 |
| TYERS PRIMARY SCHOOL | Room hire CBC | 21-Nov-17 | 373.82 |
| NATURAL SYSTEMS ANALYTICS | Provision of phoenix products  | 21-Sep-17 | 7,800.00 |
| PRORENT PTY LTD | Messaging board for CBC | 1-Dec-17 | 560 |
| NATURAL SYSTEMS ANALYTICS | Phoenix analysis LV | 6-Dec-17 | 11,700.00 |
| TOLHURST BUSHFIRE SERVICES | Kev Tolhurst charge for CBC | 7-Dec-17 | 312 |
| DAN CLANCEY | Video production | 7-Dec-17 | 4,700.00 |
| EUAN FERGUSON PTY LTD | Facilitation of CBC event | 12-Dec-17 | 1,844.32 |
| FEDERATION UNIVERSITY AUSTRALIA | AV support for CBC event | 12-Dec-17 | 909.1 |
| BRIDGES ON ARGYLE | Accom for CBC workers | 24-Nov-17 | 447.27 |
| BRIDGES ON ARGYLE | Accom for CBC workers | 24-Nov-17 | 480.91 |
| BRIDGES ON ARGYLE | Accom CBC | 27-Nov-17 | 163.64 |
| COMFORT INN TRARALGON | Accom CBC | 27-Nov-17 | 234.55 |
| IMAGE DIRECT WORLD ENTREPRENEURS | Promo material CBC | 27-Nov-17 | 452.83 |
| COMFORT INN TRARALGON | Accomodation in Latrobe Valley | 27-Nov-17 | 216.36 |
| Callignee town hall hire | Hall hire |  | 410 |
| Moe town hall hire | Hall hire |  | 200 |
| Yinnar town hall hire | Hall hire |  | 190 |
| Latrobe Valley express  | Advert |  | 900 |
| Consultation manager licence | database |  | 3,700.00 |
| Credit card charges |  |  |  |
| FEDERATION UNIVERSITY AUSTRALIA | Accomodation Scenario  | 29/30 Nov | 390.00 |
| Officeworks | supplies for Scenario | Dec-17 | 142.56 |
| Geek Heaven | Data cable  | Dec-17 | 27.95 |
| Boolarra store | catering bus stop | Nov-17 | 157.40 |
| Yarragon store | catering bus stop | Nov-17 | 53.00 |
| TMFM Traralgon | catering bus stop | Nov-17 | 46.65 |
| EM Gofius Moe | catering bus stop | Nov-17 | 81.30 |
| Bryans Café Moe | catering bus stop | Nov-17 | 25.20 |
| Garth Investment Trar | catering bus stop | Nov-17 | 45.00 |
| Target Traralgon | Stationary for CBc | Nov-17 | 27.00 |
| Coles Traralgon | catering bus stop | Nov-17 | 116.37 |
| A1 Fresh Morwell | Catering fire awareness | Nov-17 | 630.00 |
| Toongabbie general store | catering bus stop | Nov-17 | 57.20 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | 44,768.06 |
|  |  |  |  |
| **Additional expenses** |  |  |  |
| Video production  |  |  | $10,000 |
| Reflection seminar |  |  | $10,000 |
| Report writing |  |  | $10,000 |
| Web page update |  |  | $15,000 |
| Catering |  |  | $10,000 |
|  |  |  |  |
|  |  |  |  |
|  |  |  | 99,768.06 |

**Summary**

Budget source Allocation Expense to date Additional

 committed

In kind $85,000 $95,269 est $20,000

Grant $85,000 $44,768 est $55,000

 $170,000 140,037 75,000