

SAMPLE TREASURERS' REPORT

Month by Month budget	2008	Budget 2009	July	August	September	October	November	Latest month December	Year to date	Variance	
INCOME											
Grants – Federal Government	56,000	42,000		15,000		20,000			35,000	14,000	*
Grants – State Government	48,000	44,000	4,000	4,000	4,000	4,000	4,000	4,000	24,000	2,000	
Grants - Local Government	42,000	36,000		12,000	7,000	2,500		4,000	25,500	7,500	*
Grants – Philanthropic	37,400	40,000			12,000			3,500	15,500	(4,500)	*
Sponsorship	24,000	22,000	10,000					6,500	16,500	5,500	*
Membership	7,900	8,500	2,100	180	220	170	1,150	1,380	5,200	950	
Donations	52,790	70,000	8,453	4,536	6,665	5,005	4,767	3,760	33,186	(1,814)	
Events	18,128	16,000		14,011				3,768	17,779	9,779	*
Sales of goods & services	82,520	92,000	12,200	12,200	12,200	12,200	7,600	2,000	58,400	12,400	*
Interest	8,256	6,000	2,040			1,080			3,120	120	
Sundries	11,216	2,500	121	232	786	44	435	122	1,740	490	
TOTAL INCOME	388,210	379,000	38,914	62,159	42,871	44,999	17,952	29,030	235,925	46,425	*
EXPENDITURE FOR YEAR											
Salaries	220,480	254,500	19,172	19,007	21,208	22,130	21,752	23,524	126,794	(456)	
Superannuation	19,844	23,000	1,726	1,711	1,909	1,992	1,958	2,117	11,412	(88)	
Workcover	1,815	1,600	0	0	523	0	0	522	1,045	245	
Depreciation on office equipment	5,250	6,500	542	542	542	542	542	542	3,250	0	

Mission equipment	17,294	12,000	0	0	4,534	0	0	0	4,534	(1,466)	*
Telecommunications	6,716	7,100	592	592	592	592	592	592	3,550	0	
Fundraising costs	17,400	19,000	1,583	1,223	1,845	1,876	2,212	1,567	10,306	806	
Rent	32,576	32,600	2,650	2,650	2,650	2,650	2,650	2,850	16,100	(200)	
Cleaning	1,400	1,400	100	100	110	110	110	110	640	(60)	
Computer consumables	6,600	6,000	680	67	651	654	342	56	2,450	(550)	
Conferences	2,174	2,500	0	0	3,200	0	0	0	3,200	1,950	*
Gas, light, power & water	5,564	6,000	0	0	1,809	0	0	1,303	3,112	112	
Insurance	5,588	6,000	0	6,508	0	0	0	0	6,508	3,508	*
Travel	13,976	14,000	1,167	1,232	1,324	1,312	1,222	890	7,147	147	
Printing	6,467	7,000	583	583	583	583	604	129	3,066	(434)	
Photocopying/stationery	3,248	3,500	292	304	528	602	452	546	2,724	974	
Security	800	800	75	75	75	90	90	90	495	95	
Repairs & maintenance	2,938	3,500	1,212	292	0	0	244	0	1,748	(2)	
Dues & subscriptions	1,260	1,250	330	0	0	0	645	120	1,095	470	
Postage & freight	1,934	2,000	167	221	221	186	154	49	998	(2)	
Sundries	3,476	1,250	104	328	487	700	232	423	2,274	1,649	
TOTAL EXPENDITURE	376,800	411,500	30,974	35,434	42,791	34,019	33,800	35,430	212,448	6,698	
Surplus/Deficit	11,409	(32,500)	7,940	26,725	80	10,980	(15,848)	(6,400)	23,477	39,727	*

* Denotes items that are *both* more than \$2,000 *and* more than 20% of the year-to-date amount. For these items the Treasurer should provide specific explanations.