

# ***Managing public sector budgets & financial plans***

## **Handout 2**

Attached is an example of documents completed as part of the budget activity. The completion documents would be viewed as preliminary and subject to further refinement.

### Assumptions

	workings		estimated cost per household (pa)	estimated cost for the program (pa)	additional comments/notes	timing
	\$ cost per unit	number of units				
<b>Employee expenses</b>				<b>\$616,100</b>		regular
Program manager						
Employee classification Level 5	105,000	1.0		\$105,000		
Case managers						
Employee classification Level 3	80,000	5.0		\$400,000		
On costs		22%		\$111,100		
<b>Total supplies and services</b>				<b>\$1,245,810</b>		
<i>Supplies and services - office running costs</i>				<i>\$296,610</i>		
Accommodation	500	90		\$45,000		quarterly
Vehicles	18,000	2		\$36,000		monthly
Interpreters	150	200		\$30,000		monthly
Cleaning	300	130		\$39,000		8 weekly
Removalists	500	130		\$65,000		8 weekly
House maintenance and upgrades	5,000	4		\$20,000		quarterly
Office supplies and materials & utilities				\$61,610	based on 10% of employee costs	monthly
<i>Supplies and services - households</i>			<i>\$47,460</i>	<i>\$949,200</i>		
Groceries	300	52	\$15,600	\$312,000		weekly
Fruit and vegetables	50	52	\$2,600	\$52,000		weekly
Milk & bread	30	52	\$1,560	\$31,200		weekly
Car						
Insurance	1,200	1	\$1,200	\$24,000		January
registration	800	1	\$800	\$16,000		January
Servicing	600	2	\$1,200	\$24,000		March & Sept
Petrol	45	52	\$2,340	\$46,800	based on 30 litres per week @\$1.50	weekly
School fees	80	10	\$800	\$16,000		monthly
Health	300	12	\$3,600	\$72,000	Including insurances	monthly
House insurance	50	12	\$600	\$12,000		monthly
Rates	500	4	\$2,000	\$40,000		quarterly
Electricity	600	4	\$2,400	\$48,000		quarterly
Gas	300	4	\$1,200	\$24,000		quarterly
Water	250	4	\$1,000	\$20,000		quarterly
Telephones	100	12	\$1,200	\$24,000		monthly
Weekly spending					covers clothes, accessories etc	
Adults	120	52	\$6,240	\$124,800		weekly
Children	60	52	\$3,120	\$62,400		weekly
<b>Depreciation on assets</b>				<b>\$100,000</b>		
Houses	3,000	20	\$60,000	\$60,000	20 houses, \$90,000 with 30 year life	monthly
Cars	2,000	20	\$40,000	\$40,000	20 cars @ \$2,000 per year	monthly'
<b>Internal Corporate costs</b>				<b>\$ 36,000</b>		regular
specify services received and \$ cost basis						
eg Corporate services (IT, Financial services)	6,000	6.0		\$ 36,000	based on cost per employee	monthly
<b>Total Estimated Cost</b>				<b>\$1,997,910</b>		
<b>Average cost per house</b>				<b>\$99,896</b>		
<b>Average cost per family</b>				<b>\$15,369</b>		

**Assumptions**

	workings		estimated cost per household (pa)	estimated cost for the program (pa)	timing	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	\$ cost per unit	number of units															
<b>Employee expenses</b>				<b>\$616,100</b>	regular												
Program manager																	
Employee classification Level 5	105,000	1.0		\$105,000													
<b>Case managers</b>																	
Employee classification Level 3	80,000	5.0		\$400,000													
On costs		22%		\$111,100													
<b>Total supplies and services</b>				<b>\$1,245,810</b>													
<i>Supplies and services - office running costs</i>				<i>\$296,610</i>													
Accommodation	500	90		\$45,000	quarterly		\$11,250			\$11,250			\$11,250				\$11,250
Vehicles	18,000	2		\$36,000	monthly	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Interpreters	150	200		\$30,000	monthly	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Cleaning	300	130		\$39,000	8 weekly		\$6,500		\$6,500		\$6,500		\$6,500		\$6,500		\$6,500
Removalists	500	130		\$65,000	8 weekly		\$10,833		\$10,833		\$10,833		\$10,833		\$10,833		\$10,833
House maintenance and upgrades	5,000	4		\$20,000	quarterly		\$5,000		\$5,000		\$5,000		\$5,000		\$5,000		\$5,000
Office supplies and materials & utilities				\$61,610	monthly	\$5,134	\$5,134	\$5,134	\$5,134	\$5,134	\$5,134	\$5,134	\$5,134	\$5,134	\$5,134	\$5,134	\$5,134
<i>Supplies and services - households</i>				<i>\$47,460</i>													
<i>\$949,200</i>				<i>\$949,200</i>													
Groceries	300	52		\$15,600	\$312,000	weekly	\$24,000	\$24,000	\$30,000	\$24,000	\$24,000	\$30,000	\$24,000	\$30,000	\$24,000	\$24,000	\$30,000
Fruit and vegetables	50	52		\$2,600	\$52,000	weekly	\$4,000	\$4,000	\$5,000	\$4,000	\$4,000	\$5,000	\$4,000	\$5,000	\$4,000	\$4,000	\$5,000
Milk & bread	30	52		\$1,560	\$31,200	weekly	\$2,400	\$2,400	\$3,000	\$2,400	\$2,400	\$3,000	\$2,400	\$3,000	\$2,400	\$2,400	\$3,000
Car												\$24,000	\$16,000				
Insurance registration	1,200	1		\$1,200	\$24,000	January						\$24,000					
Servicing	800	1		\$800	\$16,000	January						\$16,000					
Petrol	600	2		\$1,200	\$24,000	March & Sept			\$12,000					\$12,000			
School fees	45	52		\$2,340	\$46,800	weekly	\$3,600	\$3,600	\$4,500	\$3,600	\$3,600	\$4,500	\$3,600	\$4,500	\$3,600	\$3,600	\$4,500
Health	80	10		\$800	\$16,000	monthly	\$1,333	\$1,333	\$1,333	\$1,333	\$1,333	\$1,333	\$1,333	\$1,333	\$1,333	\$1,333	\$1,333
House insurance	300	12		\$3,600	\$72,000	monthly	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
Rates	50	12		\$600	\$12,000	monthly	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Electricity	500	4		\$2,000	\$40,000	quarterly			\$10,000		\$10,000		\$10,000		\$10,000		\$10,000
Gas	600	4		\$2,400	\$48,000	quarterly			\$12,000		\$12,000		\$12,000		\$12,000		\$12,000
Water	300	4		\$1,200	\$24,000	quarterly			\$6,000		\$6,000		\$6,000		\$6,000		\$6,000
Telephones	250	4		\$1,000	\$20,000	quarterly			\$5,000		\$5,000		\$5,000		\$5,000		\$5,000
Weekly spending	100	12		\$1,200	\$24,000	monthly	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Adults	120	52		\$6,240	\$124,800	weekly	\$9,600	\$9,600	\$12,000	\$9,600	\$9,600	\$12,000	\$9,600	\$12,000	\$9,600	\$9,600	\$12,000
Children	60	52		\$3,120	\$62,400	weekly	\$4,800	\$4,800	\$6,000	\$4,800	\$4,800	\$6,000	\$4,800	\$6,000	\$4,800	\$4,800	\$6,000
<b>Depreciation on assets</b>				<b>\$100,000</b>													
Houses	3,000	20		\$60,000	monthly	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Cars	2,000	20		\$40,000	monthly	\$3,333	\$3,333	\$3,333	\$3,333	\$3,333	\$3,333	\$3,333	\$3,333	\$3,333	\$3,333	\$3,333	\$3,333
<b>Internal Corporate costs</b>				<b>\$ 36,000</b>	regular												
specify services received and \$ cost basis																	
eg Corporate services (IT, Financial services)	6,000	6.0		\$ 36,000	monthly	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
<b>Total Estimated Cost</b>				<b>\$1,997,910</b>		<b>\$133,027</b>	<b>\$166,610</b>	<b>\$188,439</b>	<b>\$150,360</b>	<b>\$147,589</b>	<b>\$195,460</b>	<b>\$173,027</b>	<b>\$161,547</b>	<b>\$190,127</b>	<b>\$148,673</b>	<b>\$149,277</b>	<b>\$193,773</b>
Average cost per house				\$99,896													
Average cost per family				\$15,369													