## Project Budget

[Use the following table to provide a high-level breakdown of the costs associated with the project. Remember to specify whether costs are GST inclusive or exclusive.

Once the Project Plan is approved, transfer the Project Budget into the Budget Tracker Template for monitoring and control. For template, refer to Supporting Document folder]

|  |  |  |
| --- | --- | --- |
| Item/Service | Description | Estimated Costs  (GST inclusive/exclusive) |
| Wages and on-costs | [Example:  Full-time project manager @ 38 hours/week for 3 years] | $ |
| Transport and travel expenses | [Example:  Vehicle lease  Fuel  Flights  Accommodation] | $ |
| Operating expenses | [Example:  Mobile phone  Venue hire  Catering] | $ |
| Resource production | [Example:  Consultant fee  Print and design  Distribution] | $ |
| Miscellaneous | [Example:  Management fee (5%)] | $ |
| Sub total | | $ |
| GST | | $ |
| Total | | **$** |