

BUDGET PLANNING

BUDGET CREATION DATE: (START OF PROJECT) 10th January, 2024

	PROJECT EXPENSES	EXCLUDING GST	INCLUDING TAXES	DATE(S) REQUIRED JANUARY Budget
FEES:				
1.1	Wages	0	0	
1.2	Professional Fees	\$ 750	\$ 750	10 th Jan,2024 to 10 th February, 2024 (For 1 Months) (Total Hours Required 50 Hours) Per Hour Fees is \$15.
1.3	Contractor Fees	0	0	
1.4	TOTAL	\$ 750	\$ 750	
MISCELLANEOUS:				
2.1	Administration	\$ 50	\$ 50	24 th January,2024 to Identify Research Sources (Might Need Admin Support for around 5 Hours and Per Hour Fees for Admin is \$10.)
2.2	Photocopying	\$ 30	\$ 30	We need to find out all the resources, print them out and share with our team members.

2.3	Postage	0	0	
2.4	Stationery	\$ 10	\$ 10	We need to start working on the project and need material like files, pen, papers etc.
2.5	TOTAL	\$ 90	\$ 90	
TRANSPORTATION:				
3.1	Plane, bus, train fare, car rental, Uber, etc. (Indicate costing details for each – to/from location)	\$ 250	\$ 250	Offline Collaboration throughout the project.
3.2	Accommodation (hotel, Airbnb, etc.)	\$ 0	\$ 0	
3.3	Mileage/Gasoline	\$ 0	\$ 0	
3.4	Meals (indicate per day and my meal)	\$ 40	\$ 40	
3.5	TOTAL	\$ 290	\$ 290	
RESEARCH MATERIALS				
4.1	Subscriptions	\$ 45 (Survey Monkey)		Subscription for 1 Month. (Billed \$45 Per Month) Starting from 11 th January, 2024
4.2	Research Resources	\$ 0	\$ 0	
4.3	Qualitative Research (Primary)	\$ 0	\$ 0	

4.3	Incentives	\$ 30	\$ 30	Incentives like Cash, Gift Cards, Vouchers were given to people who helped us during the research, people who were interviewed for collecting some data points. (11 th January,2024)
4.4	Quantitative Research (Primary)	\$ 0	\$ 0	
4.5	Sundry	\$ 100	\$ 100	Usage of personal electronics like Laptop, WIFI and Telecommunication.
4.6	TOTAL	\$ 175	\$ 175	
EQUIPMENT				
5.1	Equipment Purchases			
5.2	Equipment Rental	\$ 150	\$ 150	A team member might need a laptop in order to complete the research.
5.3	TOTAL	\$ 150	\$ 150	
OTHER				
6.1	Other (provide details)	\$ 20	\$ 20	Other small expenses and miscellaneous expenses, which have not been considered before.
6.2	TOTAL	\$ 20	\$ 20	
GRAND TOTAL				
		\$ 1475	\$ 1475	

REVENUE
PROJECT START DATE: 10th January, 2024

	PROJECT RESOURCES	TOTAL AMOUNT	STATUS (SECURED or NOT-SECURED)	DATE(S) NON- SECURED RESOURCES TO BE ACQUIRED
1.	Grants	\$ 5000	Secured	Already Secured
2.	Loans	\$ 0		
3.	Awards	\$ 0		
4.	In-kind Donations	\$ 0		
5.	Employer/Sponsor	\$ 0		
6.	Other	\$ 0		
	GRAND TOTAL	\$ 5000		

BUDGET RECONCILIATION

	DATE	AMOUNT
Project Expenses	10 th January, 2024 to 10 th February, 2024	\$ 1475
Project Resources	10 th January, 2024	\$ 5,000
	TOTAL	(+) \$ 3,525

	PROJECT EXPENSES	EXCLUDING GST	INCLUDING TAXES	DATE(S) REQUIRED February Budget
FEES:				
1.1	Wages	0	0	
1.2	Professional Fees	\$ 675	\$ 675	10 th February,2024 to 10 th March, 2024 (For 1 Months) (Total Hours Required 50 Hours) Per Hour Fees is \$15.
1.3	Contractor Fees	0	0	
1.4	TOTAL	\$ 675	\$ 675	
MISCELLANEOUS:				
2.1	Administration	\$ 30	\$ 30	28 th February,2024 to Identify Research Sources (Might Need Admin Support for around 3 Hours and Per Hour Fees for Admin is \$10.)
2.2	Photocopying	\$ 0	\$ 0	
2.3	Postage	0	0	
2.4	Stationery	\$ 10	\$ 10	We need to start working on the project and need material like files, pen, papers etc.
2.5	TOTAL	\$ 40	\$ 40	
TRANSPORTATION:				

3.1	Plane, bus, train fare, car rental, Uber, etc. (Indicate costing details for each – to/from location)	\$ 200	\$ 200	Offline Collaboration throughout the project.
3.2	Accommodation (hotel, Airbnb, etc.)	\$ 0	\$ 0	
3.3	Mileage/Gasoline	\$ 0	\$ 0	
3.4	Meals (indicate per day and my meal)	\$ 50	\$ 50	
3.5	TOTAL	\$ 250	\$ 250	
RESEARCH MATERIALS				
4.1	Subscriptions	\$ 149 (Statista)		Subscription for 1 Month (Billed \$149 Per Month) Starting from 20th January, 2024
4.2	Research Resources	\$ 0	\$ 0	
4.3	Qualitative Research (Primary)	\$ 0	\$ 0	
4.3	Incentives	\$ 40	\$ 40	Incentives like Cash, Gift Cards, Vouchers were given to people who helped us during the research, people who were interviewed for collecting some data points. (4 th March,2024)

4.4	Quantitative Research (Primary)	\$ 0	\$ 0	
4.5	Sundry	\$ 50	\$ 50	Usage of personal electronics like Laptop, WIFI and Telecommunication.
4.6	TOTAL	\$ 239	\$ 239	
EQUIPMENT				
5.1	Equipment Purchases			
5.2	Equipment Rental	\$ 100	\$ 100	A team member might need a laptop in order to complete the research.
5.3	TOTAL	\$ 100	\$ 100	
OTHER				
6.1	Other (provide details)	\$ 20	\$ 20	Other small expenses and miscellaneous expenses, which have not been considered before.
6.2	TOTAL	\$ 20	\$ 20	
GRAND TOTAL				
		\$ 1324	\$ 1324	

BUDGET RECONCILIATION

	DATE	AMOUNT
Project Expenses	10 th February, 2024 to 10 th March, 2024	\$ 1324
Project Resources	10 th February, 2024	\$ 3,525
	TOTAL	(+) \$ 2,201

FINAL BUDGET RECONCILIATION

	AMOUNT
Project Resources	\$ 5000
Project Expenses	\$ 1324 + \$ 1475
Resources minus Expenses	\$ 2201
Date: 11 th March, 2024	Project Manager Signature