

## FACT SHEET – YOUR BUDGET AND GST

The Budget section of any grant application is one of the most important components that will be carefully reviewed. Applicants must read and follow the grant application guidelines and support material.

### Summary: Preparing your budget

1. Prepare your budget knowing whether or not you need to include GST in your total expense, making sure you match your income to the correct expenses total column.
2. Obtain written quotes.
3. Include estimation of in kind contributions.

### Budgets and GST

Grants from the Foundation Murrindindi do not include a GST component.

If your organisation IS NOT registered for GST, you need to include GST in the total project cost

If your organisation IS registered for GST, your total project cost will be exclusive of GST (as you can claim the GST component in your invoices in your regular BAS statements).

If you are an auspice organisation or you are using an auspice organisation, then GST criteria is based on the auspice organisation's GST status.

### Income and expenditure

Income and expenditure items must be clearly identified.

List all sources of income, this includes your organisation's contribution to the projects, donations, in kind contributions and the grant request amount from the Foundation.

List all expenses and be as detailed as possible. Expenses may include materials, printing, advertising, tradespeople, marketing and training to name a few. Expenditure items must be supported with a written quote.

The total project income must be the same as the total project expenses (taking in to account whether or not the applicant organisation is registered for GST). See budget example below.

It is important to be realistic about proposed expenditure, most grant makers have a good understanding of budget, and copies of invoices must be provided.

### In kind contributions

It is important to acknowledge any 'in kind' contributions.

In kind contributions of goods or services, other than cash grants. In kind contributions could include volunteer time, donations of equipment or services or labour. This amount is not actually paid to you, but it recognises your contributions to the project. It is important to calculate the value of in kind contributions eg 20hrs labour at \$25/hr.

Note that the Project Completion report that is required to be completed at the end of the project also includes a financial acquittal

## Sample Budget A – Organisation IS NOT registered for GST

In this sample, the budget is prepared taking in to account that the organisation **is not** registered for GST, and cannot claim back the GST component on any of the invoices received.

Therefore the total income column (2) must match the total expenses column (4), inclusive of GST.

1 - Income Description	2 - Item \$
Please include in kind contributions	Must be a dollar amount
Hall Committee - Cash Contribution	\$1500
Foundation Murrindindi Grant	\$2500
In Kind Labour (40hrs@\$25/hr)	\$1000
In Kind Admin (10hrs@\$25/hr)	\$250
	\$
	\$
	\$
	\$

  

3 - Expense Description	4 - Item \$
Please include in kind contributions	Must be a dollar figure
Electrical works/Tradesman	\$1250
Timber	\$900
Hire of equipment	\$500
Fittings and fixtures	\$700
Paint & painting supplies	\$400
In Kind Labour (40hrs@\$25/hr)	\$1000
In Kind Admin (10hrs@\$25/hr)	\$500
	\$

  

<b>Total Income Amount</b> \$5,250.00 This number/amount is calculated.	<b>Total Expenditure Amount</b> \$5,250.00 This number/amount is calculated.	<b>Income - Expenditure</b> \$0.00 This number/amount is calculated.
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## Sample Budget B – Organisation IS registered for GST

In this sample, the budget is prepared taking in to account that the organisation **is** not registered for GST, and can claim back the GST component on any invoices received.

The total income column (2) will therefore match the Item \$ column (4), and be exclusive of any GST.

1 - Income Description		2 - Item \$	
Hall Committee - Cash Contribution		\$1,000.00	
Sponsors		\$800.00	
Foundation Murrindindi Grant		\$2,500.00	
In Kind Labour (25hrs@\$25/hr)		\$625.00	
In Kind Admin (10hrs@\$25hr)		\$250.00	
		\$	
		\$	
		\$	

  

3 - Expenditure Description	4 - Item \$	5 - GST \$ on Item	6 - Total including GST
	Must be dollar amount	Must be a dollar amount.	Must be a dollar amount
Venue Hire	\$500	\$50	\$550
Printing	\$700.00	\$70	\$770
Advertising	\$700.00	\$70	\$770
Catering	\$1000	\$100	\$1100
Entertainment/guest speaker	\$1400	\$140	\$1540
In Kind Labour (25hrs@\$25/hr)	\$625.00	\$0	\$625
In Kind Admin (10hrs@\$25hr)	\$250.00	\$0	\$250
	\$	\$	\$
	\$	\$	\$

  

<p><b>Total Income Amount Inc GST</b></p> <p><input style="width: 100%;" type="text" value="\$5,175.00"/></p> <p>This number/amount is calculated.</p>	<p><b>Total Expenditure Item \$ (no GST)</b></p> <p><input style="width: 100%;" type="text" value="\$5,175.00"/></p> <p>This number/amount is calculated.</p>	<p><b>Income - Expenditure</b></p> <p><input style="width: 100%;" type="text" value="\$0.00"/></p> <p>This number/amount is calculated.</p>
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