



# VIRTIPS QUARTERLY EXPENDITURE SUMMARY REPORT

Cost Centre/Member: **Richards - Cranbourne**  
For the quarter ending in: **December**  
Financial Year: **20/21**

## Quarterly Expense Breakdown

| Expenditure Category                                      | Quarterly Actual Expenditure (\$) |
|---|-----------------------------------|
|   | Financial Year 20/21              |
|   | December                          |
| Additional EO salaries, on-costs & staff related expenses | 7,214.21                          |
| EO facilities, maintenance & cleaning expense             | 807.97                            |
| EO administration & stationery expense                    | 180.63                            |
| ICT & telecommunications expense                          | 658.53                            |
| Postage expense   | 3,644.94                          |
| Advertising, printing & communication expense             | 4,627.30                          |
| Professional development expense                          | -                                 |
| Other expenses  | -                                 |
| Travel & Accomodation                                     | -                                 |
| <b>Total</b>  | <b>17,133.58</b>                  |