



VIRTIPS QUARTERLY EXPENDITURE SUMMARY REPORT

Cost Centre/Member: **Richards - Cranbourne**
For the quarter ending in: **December**
Financial Year: **24/25**

Quarterly Expense Breakdown

Expenditure Category	Quarterly Actual Expenditure (\$)
	Financial Year 24/25
	December
Additional EO salaries, on-costs & staff related expenses	881.03
EO facilities, maintenance & cleaning expense	778.52
EO administration & stationery expense	406.39
ICT & telecommunications expense	1,487.90
Postage expense	1,165.04
Advertising, printing & communication expense	15,899.31
Professional development expense	-
Other expenses	-
Travel & Accomodation	-
Total	20,618.19

Certified by Member