



VIRTIPS QUARTERLY EXPENDITURE SUMMARY REPORT

Cost Centre/Member:	Vallence - Evelyn
For the quarter ending in:	March
Financial Year:	20/21

Quarterly Expense Breakdown

Expenditure Category	Quarterly Actual Expenditure (\$)
	Financial Year 20/21
	March
Additional EO salaries, on-costs & staff related expenses	1,188.33
EO facilities, maintenance & cleaning expense	1,311.32
EO administration & stationery expense	1,866.98
ICT & telecommunications expense	1,098.52
Postage expense	4,321.36
Advertising, printing & communication expense	4,436.14
Professional development expense	-
Other expenses	313.19
Travel & Accomodation	-
Total	14,535.84

Note:
 An amount of \$749.87 has been included in the additional EO salaries, on-costs & staff related expenses section as a result of a costing error.
 A reversal of this amount will be included in the report for the quarter ending 30th June 2021