



Planning and Evaluation Wizard

step-by-step project planning and report writing for primary health care



[Saving your budget](#)

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Starting with the 'position title', insert appropriate information under each column provided.

If you want to employ more than one person, enter the information on the next row.

Salaries							
Position Title		Classification	Fulltime annual rate	Weekly rate	Days per week	Number of weeks	Total
Total Salaries							
<i>Please insert the appropriate percentage under the column "%"</i>							
Oncosts				%			
Superannuation							
Workcover							
Admin Fees							
Contingency							
Other							
Total Oncosts							
Total Salaries & Oncosts							

In-kind Contribution -Salaries				(from your organisation & others)			
Position Title		Classification	Fulltime annual rate	Weekly rate	Days per week	Number of weeks	Total
Total Salaries							
<i>Please insert the appropriate percentage under the column "%"</i>							
Oncosts				%			
Superannuation							
Workcover							
Admin Fees							
Contingency							
Other							
Total Oncosts							
Total In-Kind Salaries & Oncosts							

Good & Services

Administration	\$	Inkind \$
Advertising		
Stationery		
Postage		
Phone		
Evaluation		
Travel		
Software		
Food & drink		
Venue Hire		
Printing		
Report Prod.		
Launch		
Interpreting		
Translating		
Other		
Total		

Staff Expenses	\$	Inkind \$
Conferences		
Travel		
Staff Development		
Other		
Total		

Consumer Expenses	\$	Inkind \$
Childcare		
Respite Care		
Transport		
Other		
Total		

Equipment	\$	Inkind \$
Computer		
Total		

Total Good & Services	
Funds Sought	
In-kind Contributions	

Project Budget	
Salaries & Oncosts	Total
Salaries	
Oncosts	%
Total Salaries & Oncosts	
Goods & Services	
Administration	
Staff Expenses	
Consumer Expenses	
Equipment	
Total Goods & Services	
Total Budget	
GST	
TOTAL	
Additional In Kind Contributions	

In-Kind Contributions	
Salaries & Oncosts	Total
Salaries	
Oncosts	%
Total Salaries & Oncosts	
Goods & Services	
Administration	
Staff Expenses	
Consumer Expenses	
Equipment	
Total Goods & Services	
Total Budget	
GST	
TOTAL	