

This is a simple example to illustrate the type of information required for section F of a Final Report.

Explanation of the coloured areas:

There are no \$ amounts shown here as the funds for these expense items came from other sources

These small variances do not require explanations

<b>Short Title of Project</b>					
<b>Item</b>	<b>Budget (as incl in Application)</b>	<b>Actual</b>	<b>Variance</b>	<b>Reason for variance</b>	
Marketing /recruitment materials, survey forms and postage costs	1	2500	2300	(200)	Greater use of social media for advertising resulted in less hard copy advertising materials used, fewer paper survey forms required as more online forms were used
Participant koha vouchers	1	1000	1100	100	more responses received than expected and therefore more participants receiving vouchers
Food at participant meetings	1	500	600	100	more participants resulted in more meetings with catering
Online survey platform licence	1	1000	970	(30)	
Cultural advisor consultant fees	1	1000	1010	10	
Travel to participant meetings			50		The additional participant meetings resulted in 50 unexpected travel costs for the research team
	1	6000	6030		There was a \$30 overspend.
Conference costs	2	800			
Transcription fees	2	1200			
		8000			
Note: All amounts are inclusive of GST					
<sup>1</sup> \$6,000 was applied for and received from the Whau Foundation					
<sup>2</sup> \$2,000 was obtained from other sources					