

**Headway Gippsland Inc**  
**Revised Profit Loss Budget Document**  
2022/23  
As at Nov 2022

		2022/23	Actual	Anticipated	2023/24						
		Budget	To 30/4/23	Actual 22/23	Budget	Admin	Plan Mgt	S/Coord.	NDIS	SSP	CEO
<b>INCOME</b>											
<i>3NDIS Packages</i>											
	NDIS Plan Man Fees	\$ 1,180,703	\$ 976,152	\$ 1,215,000	\$ 1,253,400		\$ 1,253,400				
	NDIS Plan Management Set Up Fee	\$ 133,834	\$ 107,018	\$ 126,500	\$ 97,587		\$ 97,587				
	NDIS Packages Income	\$ 2,514,686	\$ 2,048,089	\$ 2,575,588	\$ 2,781,635				\$ 2,781,635		
	NDIS SSG Income	\$ 124,839	\$ 98,470	\$ 122,000	\$ 118,800					\$ 118,800	
	NDIS Support Co_Ord Fee	\$ 825,353	\$ 645,159	\$ 782,000	\$ 967,621			\$ 967,621			
	Home Care Income	\$ -	\$ -	\$ -	\$ 15,300				\$ 15,300		
	NDIS Covid Lump Sum	\$ 83,830	\$ 96,984	\$ 83,830	\$ -						
	<b>Total 3NDIS Packages</b>	<b>\$ 4,863,245</b>	<b>\$ 3,971,871</b>	<b>\$ 4,904,918</b>	<b>\$ 5,234,344</b>						
<i>Client Contributions</i>											
	Client Contributions Latrobe	\$ 2,500	\$ 2,252	\$ 2,700	\$ 2,700					\$ 2,700	
	Client Contributions Trafalgar	\$ 2,000	\$ 1,304	\$ 1,600	\$ 1,600					\$ 1,600	
	Client Contributions Warragul	\$ 2,500	\$ 1,493	\$ 1,800	\$ 1,800					\$ 1,800	
	Client Contributions Wonthaggi	\$ 1,000	\$ 1,059	\$ 1,300	\$ 1,300					\$ 1,300	
	Grants Traineeships	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000					
	Sponsorships/Fundraising	\$ 200	\$ 238	\$ 200	\$ 200	\$ 200					
	<b>Total Client Contributions</b>	<b>\$ 8,200</b>	<b>\$ 6,345</b>	<b>\$ 7,600</b>	<b>\$ 19,600</b>						
<i>Other Funding</i>											
	Welshpool House Income	\$ 500	\$ -	\$ -	\$ 500				\$ 500		
	Workcover Reimburse	\$ 70,464	\$ 57,399	\$ 57,399	\$ -		\$ -				
	<b>Total Other Funding</b>	<b>\$ 70,964</b>	<b>\$ 57,399</b>	<b>\$ 57,399</b>	<b>\$ 500</b>						
<i>Other income</i>											
	Dividends	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50					
	Donations	\$ 1,000	\$ 555	\$ 1,500	\$ 1,500	\$ 1,500					
	Interest	\$ 8,000	\$ 7,201	\$ 8,000	\$ 8,000	\$ 8,000					
	Memberships	\$ 200	\$ 245	\$ 200	\$ 200	\$ 200					
	Rent Newborough Office	\$ -	\$ 4,146	\$ 4,146	\$ -	\$ -					
	<b>Total Other income</b>	<b>\$ 9,250</b>	<b>\$ 12,197</b>	<b>\$ 13,896</b>	<b>\$ 9,750</b>						
	<b>Total Income</b>	<b>\$ 4,951,659</b>	<b>\$ 4,047,813</b>	<b>\$ 4,983,813</b>	<b>\$ 5,264,194</b>	<b>\$ 21,950</b>	<b>\$ 1,350,987</b>	<b>\$ 967,621</b>	<b>\$ 2,797,435</b>	<b>\$ 126,200</b>	<b>\$ 0</b>
<b>EXPENSES</b>											
<i>Administration</i>											
	Accounting/Bookkeeping	\$ 28,000	\$ 22,075	\$ 28,000	\$ 28,000	\$ 14,000	\$ 14,000				
	Accounting Finance Contract	\$ 5,000	\$ 2,500	\$ 5,000	\$ 5,000	\$ 5,000					
	Advertising General	\$ 2,000	\$ -	\$ -	\$ 2,000	\$ 2,000					
	Advertising Marketing & Coms	\$ 5,000	\$ 177	\$ 500	\$ -	\$ -					
	Auditors Financial	\$ 4,000	\$ 4,150	\$ 4,150	\$ 4,000	\$ 4,000					
	Bank Fees & Charges	\$ 2,000	\$ 3,678	\$ 4,000	\$ 4,500	\$ 4,500					
<i>Consultants</i>											
	Forward Plan Consultants				\$ -						0
	HR & IR Contract	\$ 20,000	\$ 11,453	\$ 15,000	\$ 20,000	\$ 20,000					
	IT Consultant	\$ -	\$ -	\$ -	\$ -	\$ -					
	Quality Audit Consultant	\$ 10,000	\$ 2,500	\$ 10,000	\$ 10,000	\$ 10,000					
	<b>Total Consultants</b>	<b>\$ 30,000</b>	<b>\$ 13,953</b>	<b>\$ 25,000</b>	<b>\$ 30,000</b>						
<i>Governance Expenses</i>											
	AGM Expenses	\$ 2,000	\$ 1,379	\$ 1,500	\$ 2,000	\$ 2,000					
	Board Meetings Expense/Catering	\$ 2,000	\$ 1,303	\$ 2,000	\$ 2,000	\$ 2,000					
	Catering Other Meetings etc	\$ 500	\$ 207	\$ 500	\$ 500	\$ 500					
	Governance Training	\$ 10,000	\$ 1,200	\$ 1,200	\$ 5,000	\$ 5,000					
	<b>Total Governance Expenses</b>	<b>\$ 14,500</b>	<b>\$ 4,089</b>	<b>\$ 5,200</b>	<b>\$ 9,500</b>						
<i>Insurance</i>											
	Insurance Prof Ideminity etc	\$ 18,000	\$ 20,031	\$ 20,100	\$ 22,000	\$ 22,000					
	Insurance Drouin	\$ 2,000	\$ 1,898	\$ 1,900	\$ 2,000		\$ 1,000	\$ 200	\$ 600	\$ 200	\$ 0
	Insurance Newborough/Morwell	\$ 4,500	\$ 2,853	\$ 2,900	\$ 3,000			\$ 3,000			
	Insurance Trafalgar	\$ -	\$ 236	\$ 250	\$ 300			\$ 300			
	Insurance Welshpool	\$ 1,500	\$ 1,247	\$ 1,500	\$ 1,500				\$ 1,500		
	<b>Total Insurance</b>	<b>\$ 26,000</b>	<b>\$ 26,265</b>	<b>\$ 26,650</b>	<b>\$ 28,800</b>						
<i>Legal Fees</i>											
	Legal Fees	\$ 3,000	\$ -	\$ -	\$ 3,000	\$ 3,000					
<i>Lease Costs</i>											
	Lease Costs	\$ 750	\$ 416	\$ -	\$ -	\$ -					
<i>Postage Moe</i>											
	Postage Moe	\$ 4,000	\$ 2,485	\$ 2,700	\$ 3,000	\$ 3,000					
<i>Printing &amp; Stationery</i>											
	Printing & Stationery	\$ 10,000	\$ 6,629	\$ 8,000	\$ 8,000	\$ 8,000					
<i>Storage of Documents</i>											
	Storage of Documents	\$ 800	\$ 635	\$ 800	\$ 800	\$ 800					
<i>Subscriptions/Memberships</i>											
	Subscriptions/Memberships	\$ 2,400	\$ 3,779	\$ 4,000	\$ 4,000	\$ 4,000					
<i>Client Services</i>											
	Accommodation Welshpool	\$ 200	\$ -	\$ -	\$ 200			\$ 200			
	Activities LV SSG	\$ 2,000	\$ 2,796	\$ 3,200	\$ 3,200					\$ 3,200	
	Activities Trafalgar SSG	\$ 1,500	\$ 2,448	\$ 2,800	\$ 2,000					\$ 2,000	
	Activities Warragul SSG	\$ 1,500	\$ 2,495	\$ 3,000	\$ 2,000					\$ 2,000	
	Activities Wonthaggi SSG	\$ 1,000	\$ 3,104	\$ 3,400	\$ 3,500					\$ 3,500	
	Client Services NDIS Packages	\$ 500	\$ 65	\$ 100	\$ 500			\$ 500			
	<b>Total Client Services</b>	<b>\$ 6,700</b>	<b>\$ 10,907</b>	<b>\$ 12,500</b>	<b>\$ 11,400</b>						
<i>Maintenance Repairs</i>											
	Maint Computer IT Support	\$ 10,000	\$ 1,219	\$ 1,500	\$ -	\$ -					
	Maint Computer Software/Website	\$ 60,000	\$ 48,263	\$ 60,000	\$ 60,000	\$ 60,000					
	Maint Service Office Equip	\$ 1,000	\$ 942	\$ 1,000	\$ 1,000	\$ 1,000					
	Maint Service Minor Office Equip	\$ -	\$ 473	\$ 500	\$ 500	\$ 500					
	Maint Drouin Office	\$ 5,000	\$ 6,687	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Maint Morwell Office Repairs/Clean	\$ 7,000	\$ 4,836	\$ 6,000	\$ 6,000	\$ 2,700	\$ 2,700	\$ -	\$ -	\$ 600	
	Maint Newborough Office	\$ 5,000	\$ 4,097	\$ 5,000	\$ 5,000		\$ 5,000				

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		Budget	To 30/4/23	Actual 22/23	Budget	Admin	Plan Mgt	S/Coord.	NDIS	SSP	CEO
Maint Trafalgar Office		\$ 500	\$ 160	\$ 500	\$ 500	\$ 500					
Maint Welshpool House		\$ -	\$ -	\$ -	\$ -	\$ -					
<b>Total Maintenance Repairs</b>		<b>\$ 88,500</b>	<b>\$ 66,677</b>	<b>\$ 82,500</b>	<b>\$ 73,000</b>						
<i>Rent</i>											
Rent Drouin Office		\$ 27,000	\$ 24,141	\$ 27,000	\$ 27,000		\$ 13,500	\$ 2,700	\$ 8,100	\$ 2,700	
Rent LV SSG		\$ 1,000	\$ -	\$ 1,000	\$ 1,000					\$ 1,000	
Rent Morwell		\$ 45,000	\$ 39,204	\$ 45,000	\$ 45,000		\$ 20,250	\$ 20,250	\$ -	\$ 4,500	
Rent Trafalgar Office		\$ 500	\$ 550	\$ 500	\$ 500	\$ 500					
Rent Warragul SSG		\$ 1,000	\$ 1,100	\$ 1,100	\$ 1,200					\$ 1,200	
Rent Wonthaggi SSG		\$ 1,600	\$ 1,350	\$ 1,600	\$ 1,600					\$ 1,600	
<b>Total Rent</b>		<b>\$ 76,100</b>	<b>\$ 66,345</b>	<b>\$ 76,200</b>	<b>\$ 76,300</b>						
<i>Salaries Wages &amp; Overheads</i>											
<i>Salary and Wages.</i>											
Salaries & Wages Admin		\$ 1,565,639	\$ 1,176,157	\$ 1,505,000	\$ 1,725,977	\$ 470,829	\$ 348,083	\$ 577,116	\$ 152,961	\$ 11,847	165,141
Salaries & Wages Admin (On Call \$150)		\$ 7,800		\$ 7,800	\$ 7,800	\$ 7,800					
Salaries & Wages Admin (On Call \$100)		\$ 3,900		\$ 3,900	\$ 3,900	\$ 3,900					
Salaries & Wages NDIS		\$ 1,583,264	\$ 1,302,809	\$ 1,641,600	\$ 1,761,585				\$ 1,761,585		
Salaries & Wages LV SSG		\$ 104,588	\$ 79,875	\$ 98,200	\$ 111,521					\$ 111,521	
Salaries & Wages Homecare					\$ 9,000				\$ 9,000		
Annual leave		\$ 167,734	\$ 156,912	\$ 169,000	\$ 178,469	\$ 42,833	\$ 35,694	\$ 53,541	\$ 19,632	\$ 11,600	\$15,170
Annual leave extra on call		\$ 20,000	\$ -	\$ 20,000	\$ 20,000	\$ 20,000					
Personal leave		\$ 26,800	\$ 20,815	\$ 25,100	\$ 20,817	\$ 4,996	\$ 4,163	\$ 6,245	\$ 2,290	\$ 1,353	\$1,769
Long Service Leave		\$ 56,117	\$ 46,480	\$ 55,800	\$ 57,218	\$ 8,583	\$ 6,866	\$ 10,299	\$ 26,892	\$ 2,289	\$2,289
Covid 19 Protection		\$ 6,000	\$ -	\$ -	\$ -	\$ -					
Staff Amenities		\$ 10,900	\$ 21,421	\$ 23,000	\$ 15,000	\$ 2,250	\$ 1,800	\$ 2,700	\$ 7,050	\$ 600	\$600
Staff Recruitment		\$ 1,200	\$ 7,661	\$ 8,500	\$ 5,000	\$ 750	\$ 600	\$ 900	\$ 2,350	\$ 200	\$200
Staff Training Meetings & Wages		\$ 20,000	\$ 15,906	\$ 20,000	\$ 10,000	\$ 1,500	\$ 1,200	\$ 1,800	\$ 4,700	\$ 400	\$400
Staff Conferences			\$ 7,362	\$ 7,500	\$ 5,000	\$ 5,000					
Staff EAP				\$ -	\$ 6,000	\$ 6,000					
Superannuation		\$ 365,192	\$ 273,991	\$ 350,100	\$ 417,821	\$ 62,673	\$ 50,139	\$ 75,208	\$ 192,198	\$ 16,713	\$20,891
Workcover Premium		\$ 85,082	\$ 70,900	\$ 70,900	\$ 139,786	\$ 20,965	\$ 16,772	\$ 25,158	\$ 65,690	\$ 5,591	\$5,591
Workcover Top Up		\$ 70,464	\$ 63,563	\$ 60,108	\$ -		\$ -				
Sleep Over Allowances NDIS		\$ 3,000	\$ 480	\$ 800	\$ 2,000				\$ 2,000		
<b>Total Salaries &amp; Wages Overheads</b>		<b>\$ 4,097,680</b>	<b>\$ 3,244,332</b>	<b>\$ 4,067,308</b>	<b>\$ 4,496,874</b>						
<i>Telephone Allowances</i>											
Telephone Allow Admin		\$ 6,500	\$ 3,692	\$ 4,300	\$ 5,000	\$ 5,000					
Telephone Allow LV SSG		\$ 240	\$ -	\$ -	\$ -					\$ -	
Telephone Allowance Traf SSG		\$ 240	\$ 210	\$ 210	\$ -					\$ -	
Telephone Allowance Wa SSG		\$ 240	\$ -	\$ -	\$ -					\$ -	
Telephone Allow Wonth SS		\$ 240	\$ 125	\$ 250	\$ 240					\$ 240	
<b>Total Telephone Allowances</b>		<b>\$ 7,460</b>	<b>\$ 4,027</b>	<b>\$ 4,760</b>	<b>\$ 5,240</b>						
<i>Telephone Costs</i>											
Telephone Office Drouin		\$ 3,500	\$ 2,800	\$ 3,500	\$ 3,500		\$ 1,750	\$ 350	\$ 1,050	\$ 350	
Telephone Office Morwell		\$ 17,000	\$ 12,593	\$ 17,000	\$ 17,000		\$ 7,650	\$ 7,650	\$ -	\$ 1,700	
Telephone Office Newborough		\$ 1,000	\$ 1,200	\$ 1,500	\$ 1,400			\$ 1,400			
Telephone Office Sale											
Telephone Office Trafalgar		\$ 500	\$ -	\$ -	\$ 500	\$ 500					
<b>Total Telephone</b>		<b>\$ 22,000</b>	<b>\$ 16,593</b>	<b>\$ 22,000</b>	<b>\$ 22,400</b>						
<i>Travel Allowance</i>											
Travel Admin plus Vehicle Allowance		\$ 63,000	\$ 48,841	\$ 63,000	\$ 78,000	\$ 3,900	\$ 8,580	\$ 41,340	\$ 3,900	\$ 1,560	\$18,720
Travel Allow Bdale Lakes SSG		\$ -	\$ -	\$ -	\$ -						
Travel Allow LV SSG		\$ 100	\$ -	\$ -	\$ 100					\$ 100	
Travel Allow Traf SSG		\$ 100	\$ -	\$ -	\$ 100					\$ 100	
Travel Allow Warragul SSG		\$ 100	\$ -	\$ -	\$ 100					\$ 100	
Travel Allow Wonthaggi SSG		\$ 100	\$ -	\$ -	\$ 100					\$ 100	
Travel Allow NDIS		\$ 260,479	\$ 194,192	\$ 237,000	\$ 235,326				\$ 235,326		
<b>Total Travel Allowance</b>		<b>\$ 323,879</b>	<b>\$ 243,033</b>	<b>\$ 300,000</b>	<b>\$ 313,726</b>						
<i>Utilities Costs</i>											
Drouin Council Rates		\$ 1,500	\$ 1,081	\$ 1,200	\$ 1,200		\$ 600	\$ 120	\$ 360	\$ 120	
Drouin Electricity		\$ 1,400	\$ 1,324	\$ 1,400	\$ 1,400		\$ 700	\$ 140	\$ 420	\$ 140	
Drouin Gas		\$ 1,000	\$ 923	\$ 1,000	\$ 1,000		\$ 500	\$ 100	\$ 300	\$ 100	
Drouin Rates-Water		\$ 1,500	\$ 764	\$ 1,000	\$ 1,000		\$ 500	\$ 100	\$ 300	\$ 100	
Rates Council Morwell		\$ 1,000	\$ 3,914	\$ 4,500	\$ 5,000		\$ 2,250	\$ 2,250	\$ -	\$ 500	
Electricity Morwell		\$ 5,000	\$ 3,715	\$ 5,000	\$ 5,000		\$ 2,250	\$ 2,250	\$ -	\$ 500	
Rates - Water Morwell		\$ 1,500	\$ 1,078	\$ 1,500	\$ 1,500		\$ 675	\$ 675	\$ -	\$ 150	
Rates - Council Newborough		\$ 1,300	\$ 93	\$ 500	\$ 500			\$ 500			
Electricity Newborough		\$ 1,000	\$ 704	\$ 1,000	\$ 1,000			\$ 1,000			
Rates - Water Newborough		\$ 1,000	\$ 1,030	\$ 1,500	\$ 1,500			\$ 1,500			
<b>Total Utilities</b>		<b>\$ 16,200</b>	<b>\$ 14,626</b>	<b>\$ 18,600</b>	<b>\$ 19,100</b>						
<i>Motor Vehicle</i>											
Bus /Trailer Expenses		\$ -	\$ 62	\$ -	\$ -						
MV Fuel (5)		\$ 4,000	\$ 1,915	\$ 2,500	\$ 2,500	\$ 500	\$ 250	\$ 1,750	\$ -	\$ -	
MV Rego Ins (5)		\$ 4,500	\$ 4,540	\$ 4,500	\$ 4,600	\$ 920	\$ 460	\$ 3,220	\$ -	\$ -	
MV Rego Reg (5)		\$ 1,500	\$ 1,578	\$ 1,600	\$ 1,600	\$ 320	\$ 160	\$ 1,120	\$ -	\$ -	
MV Repairs (5)		\$ 3,000	\$ 3,864	\$ 4,500	\$ 4,500	\$ 900	\$ 450	\$ 3,150	\$ -	\$ -	
<b>Total Motor Vehicle</b>		<b>\$ 13,000</b>	<b>\$ 11,959</b>	<b>\$ 13,100</b>	<b>\$ 13,200</b>						
<i>Depreciation</i>		\$ 50,000	\$ 28,410	\$ 50,000	\$ 34,000	\$ 34,000					
<b>Total Expense</b>		<b>\$ 4,838,969</b>	<b>\$ 3,796,908</b>	<b>\$ 4,760,968</b>	<b>\$ 5,195,840</b>	<b>\$ 876,418</b>	<b>\$ 543,542</b>	<b>\$ 855,732</b>	<b>\$ 2,498,904</b>	<b>\$ 190,474</b>	<b>\$230,771</b>

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<b>Net Surplus/(Deficit)</b>	\$ 112,690	\$ 250,905	\$ 222,845	\$ 68,353	-\$ 854,468	\$ 807,445	\$ 111,890	\$ 298,531	-\$ 64,274	-\$230,771
					\$ 68,353					