Guidance notes

The main purpose of the ECE Statement of Expenditure is to demonstrate how your ECE grant funding has been spent and has been used for the intended purpose in line with the grant funding Terms and Conditions. Please complete the ECE Statement of Expenditure as follows.

Provider/funding specification details

1. Provider name
Enter your organisation’s Approved Provider name as it appears on the Funding Specification.

2. Funding specification name
Enter the name of the early childhood education and care service.

Income

1. Total Funding to Acquit
Enter the ‘Total Funding to Acquit’ amount quoted in the Funding Specification.

2. One-off Funding to Acquit
Enter the ‘One-off’ amount quoted in the Funding Specification.

3. Service user fees
Enter any income received from people paying to use the early childhood education and care service.

4. Sale of assets
Enter any profit from the sale of an asset that was purchased with ECE funding.

5. Grants funding from other sources
Please specify income that was received from other sources.

6. Total income
This is the sum of all of the above income items.

Expenditure

1. Salaries and wages
Service delivery staff (direct): Enter any expenditure for staff directly involved in service delivery. This may include any salary on-costs including superannuation.

2. Salaries and wages
Administration and management staff (indirect): Enter any expenditure for employees not directly involved with the service provision, such as management, clerical, accounting and co-ordination staff. This may include any salary on-costs including superannuation.

3. Depreciation
Enter any depreciation expenses for assets used for the delivery of the service.

4. Operating costs
Other expenses not covered above should be included here.

5. Administration costs
Enter any expenditure, other than for employees, not directly involved with the service provision.

6. Asset / capital acquisitions
Enter the purchase of any assets or capital if funded through an ECE one-off or capital grant.

7. Loss on sales of assets
Enter any loss made from the sale of assets purchased with ECE funding.

8. Total expenditure
This is the sum of all of the above expenditure items.

Surplus funds

1. Total
Enter the total of all surplus funds for the Funding Specification.