



Friends of the Bot River Estuary & Environs

Financial Plan

Project for Botfriends Alien Clearing Program

Table of contents

1 Financial expenses	3
1.1 Labour	3
1.2 Equipment	3
1.3 Materials	4
1.4 Suppliers	4
1.5 Administration	4
1.6 Other	5
2 Financial plan	5
2.1 Schedule	5
2.2 Assumptions	5
2.3 Constraints	5
3 Financial process	5
3.1 Activities and roles	6
3.2 Documents	7
4 Appendices	7

1 Financial Expenses

1.1 Labour

Role	Unit Cost
Project Director	50 000 pm
Office Manager x1	12 000 pm
Marketing/fund raiser (Part time)	6 000 pm
Cleaner 1x week	200 p day
Field Manager x1	12 000 pm
Team leaders x2	6 500 pm
Team members x24	225 p day

1.2 Equipment

Equipment	Unit Cost
Operational Capex	
Vehicle x2	330 000
Trailer 750 kg Capacity x1	13 330
Chainsaws HD Echo 620 x 2	17 100
Chainsaws HD Echo 420 x 2	12 996
Brush cutters HD x4	29 640
Clearing saws HD x2	24 752
Chipper x1	102 000
Blades Tungsten tip x2	1 140
Fire extinguisher	1 220
Tools and Spares Capex	
Blades for Chainsaw x4, Brush Knives, Spark plugs, filters, filing kit, files, spanners	17 140

1.3 Materials

Material	Unit Cost
Running costs	
Fuel Vehicles	6 480 pm
Fuel Chainsaws/Brush & clearing saws	24 300 pm
Oil 2 stroke industrial	15 300 pm
Oil Chainsaws	2 520 pm
Servicing machinery	5 000 pm
Major Servicing machinery	150 000 pa
Air time & data	2 000 pm
Chemicals stump treatment	2 000 pm
Protective clothing	
Pants and tops, boiler suits, rain jackets, gumboots, safety shoes and glasses, dust masks, head gear, gloves	38 048 pa

1.4 Suppliers

Deliverable Item	Unit Cost
Occasional use of digger loader	460/hr
Bulk cartage rubbish	550/5 ton load

1.5 Administration

Administrative Item	Unit Cost
Office rental	3 000 pm
Capex Office- desks, chairs, laptops, printer, bar fridge, cabinets, Wi-Fi installation, phones, equipment locker, fire extinguisher, first aid kit	49 160 per once off
Office electricity, Wi-Fi, water	2 950 pm
Office supplies, paper, stationery, ink etc.	2 000 pm
Kettle, mugs, sugar, milk, tea, coffee	2 200 pm

1.6 Other

Other Expense Item	Unit Cost
Insurance	Allow 3000 pm
Legal/ accounting	Allow 1500 pm

2 Financial Plan

2.1 Schedule

See separate excel sheet attached

2.2 Assumptions

- Current costs were used (1.1-1.6) and Year 2 and 3 had 10% inflation built in.
- The workload was assumed to be spread over the three years. Should a wild fire occur, we may have to speed up the initial clearing.
- Capex equipment and office capex will be bought for the project lifespan and should last for the project with a residual value.

2.3 Constraints

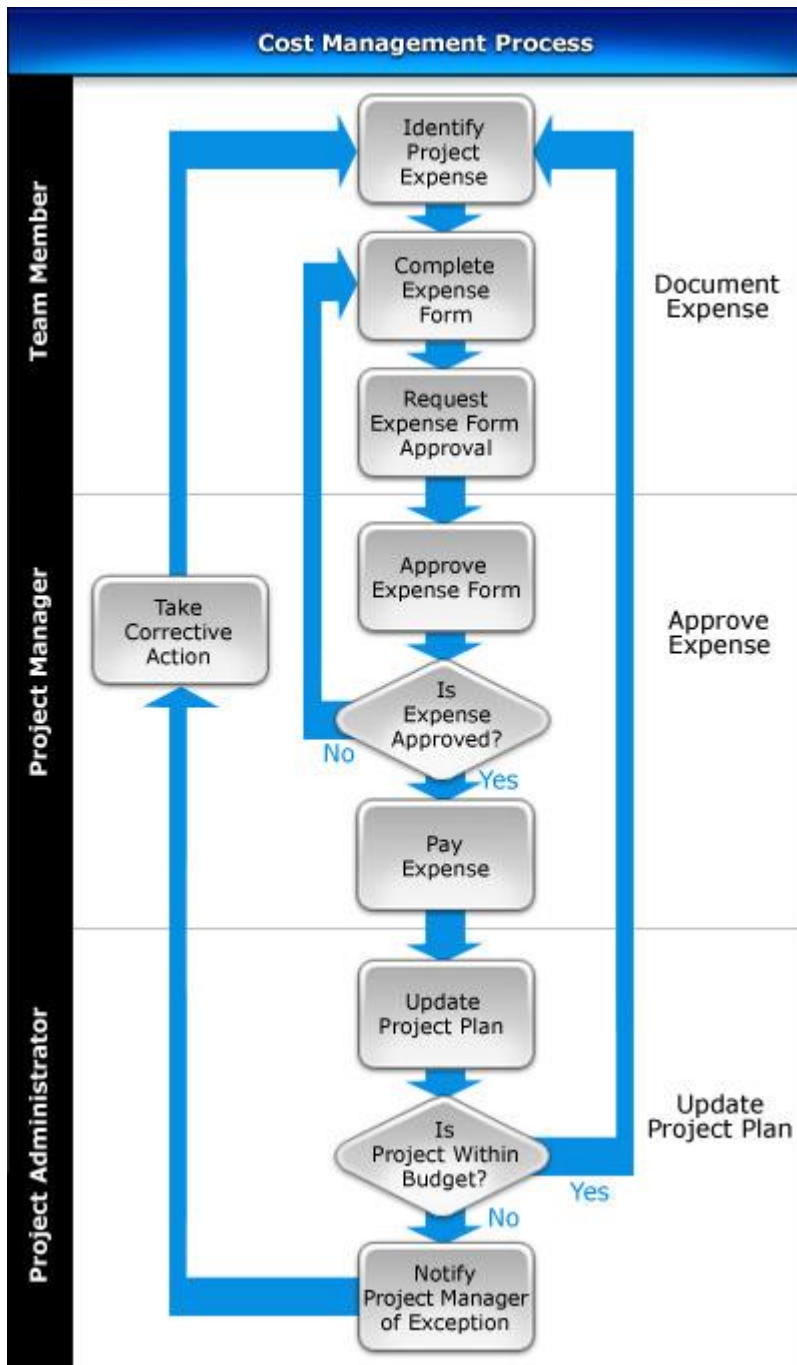
No constraints

3 Financial Process

The financial process needs to have good timely controls and work as far as possible within the budget.

A structured cost management process will be followed with expense forms and an expense register. These will be managed and collated by the admin manager. The field manager and team leaders will be responsible for completing daily labour expense forms and submitting them to the admin manager. The admin manager will check and collate them and submit to the project director for approval before payment is made. The admin manager must also update the project plan financials and report any deviations or exceptions to the project director who will take corrective actions accordingly.

The following diagram depicts the steps required to document, approve and register Expense Forms on this project.



All expenses will need an expense form filled in by the managers and team leaders with the date, activity, type of expense (labour, equipment, materials or administration), amount and invoice if available. The project director will review all expense forms to be valid and budgeted for; if unbudgeted for, are affordable and reasonable. The project director will then approve the expense and forward it to the admin manager for payment. Unbudgeted items over R5 000 require the approval of the board and may require the approval of the sponsor.

3.1 Activities and Roles

The project director is directly responsible for the costs of the project and keeping within the budget. He will also make available the expense form and expense register for the project. The director must inform all staff of the formal cost management process.

The administration manager is responsible for making expense forms available when needed and must keep the expense register up to date on a weekly basis, update the project plan and arrange payment of approved expenses.

The field manager will also be responsible for gathering daily field measurements as called for by the project director.

Emergency expenses may have to be made at times; an expense form still needs to be filled in and approved by the project director

3.2 Documents

Project expense form
Expense register
Time and wage sheets

4 Appendix

- 1 The status of biological invasions of the Bot River estuary and immediate environs. M N Austin, April 2019. Botfriends, Fisherhaven.
- 2 Business Case: BACP. Botfriends, Fisherhaven.
- 3 Detailed financial schedule: BACP. Botfriends, Fisherhaven.
- 4 Project Roles and Job descriptions: BACP. Botfriends, Fisherhaven.