

What should we include in our budget?

Key Terms:

Budget headings:

1. Core budget headings:

(There are 4 core budget headings)

• **Staffing (both paid staff and volunteers):**

- Recruitment: Advertising; interviewee's expenses; interviewer's expenses.
- Salaries: Need to include National Insurance and Pension Contributions.
- Payroll services: If an organisation is paying salaries on your behalf, don't forget to include their fees.
- Training, travel and other expenses.
- Contingencies: e.g. Maternity Leave, Paternity Leave, Sickness Cover.

• **Premises:** All the costs of having a building: Rent; Rates; Council Tax; Fuel; Water Rates; Utilities; Security.

• **Office:** All the costs of living in a building: Cleaning; Insurance; Maintenance; Telephone; Postage and Stationary; Publications; Repairs; IT Support and virus protection; Internet access / e-mail use.

• **Professional fees:** All the costs of being a financially responsible organisation: accountancy; audit / independent examination; CRB checks..

2. Project costs budget headings:

As well as your core budget headings, you will also have specific service provision costs. These are related to the nature of your organisation and its activities. The budget headings for these will vary according to the type of service you provide.

For example, a community transport project will have the following additional headings:

- Vehicle costs.
- Maintenance costs.
- Tax and insurance.
- Fuel.
- Garage rental.

• **For support with developing your budget, contact your local Community**

Accountancy Service: To find your local Community Accountancy Service visit:
<http://www.communityaccountancy.freeserve.co.uk/map.htm>