

Todmorden Information Centre Staffing Costs

Prepared March 2020

Estimates for year 4/2020 to 3/2021

		Weekly	12 Months
Manager - five days a week			
Hourly rate	£10.00		
hours per week	27.75	£277.50	
Pension contribution	3.00%	£8.32	
NI contribution rate	13.80%	£38.29	
TOTAL		£324.11	£16,854.24
 Casual Staff			
Hourly rate	£8.72		
Apr to Sep (Hours per week)	9	£78.48	£2,040.48
Oct to March (Hours per week)	5.5	£47.96	£1,246.96
 Holiday Cover - to cover a full year			
20 days plus 8 stat days	28.00 Days		
hours per day	5.50		
hourly rate	£8.72		£1,342.88
 Additional hours paid at normal rate (Manager's attendance at Trust Meetings)			
Number of meetings	8		
Hours per meeting	2	£160.00	
NI contribution rate	13.80%	£22.08	
Pension contribution	3.00%	£4.80	£186.88
 Contingency allowance for sickness and training			
Days sick leave	10		£479.60
Training days	5		£239.80
 <u>TOTAL FULL YEAR</u>			 <u>£22,390.84</u>

Volunteer time - nominal calculations

		Hours
Volunteer time in the centre	14 Hours per week	728
Wages clerk	5 Hours per month	60
Treasurer	5 Hours per week	260
Trustees/Committee Members	13 8 meetings x 2 hrs	208
Trustee/Staff liason	5 Hours per week	260
TOTAL Volunteer hours per year		1,516