

## EMPLOYER BUDGET TEMPLATE

Direct payment		per week
Your assessed contribution		per week
Weekly incoming total		per week
Annual incoming total	£	per year

<b>1. Regular non-wage costs</b>		
Payroll service		per week
Employer's liability Insurance		per week
Other		Per week
<b>Total non-wage costs</b>		<b>per week</b>

<b>2. Wage related expenses</b>		
No. of weeks in a year	52	
No. of weeks to pay holiday pay (includes 0.7 cover)	6.3	
No. of weeks money to set aside to cover the cost of Employer's National Insurance, sick pay and maternity pay (estimate)	4	
<b>Total no. of payment weeks to account for</b>	<b>62.3</b>	<b>weeks</b>

**Weekly Pension Contributions.**  
Please see the Pensions factsheet. Please contact your Adviser/Social Worker if you think you need extra funding to pay pension contributions

<b>3. Amount available for wages per year</b>					
£	(annual total)	-	£	(non-wage costs)	= £ per year
<b>4. Amount available for wages per week</b>					
£	(Amount for wages per year)	÷	62.3 weeks	=	£ per week
<b>5. Amount of PA hours available per week</b>					
£	(amount per week)	÷	£ / hour	=	hours per week