# CiN_Main_CMYK_M

# STAFFING COSTS Summary

If your grant is funding a salary (full-time, part-time or sessional workers) please complete one copy of this staffing costs summary for each post. You can attach the signed document to your online report form, or send it by email or post.

**Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grant reference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Employee Name: Job title:

Full time/part time/ sessional post:

Hours worked per week:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date (Month/ Year)** | **Gross Pay £** | **Employer's NI £** | **Pension £** | **Other £** | **Total Salary Cost £** |
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| **Total for period covered by report** | | | | |  |

I declare that:

* All details given in this staffing costs summary are true and complete.
* Costs outlined in this staffing costs summary relate solely to the grant funded by BBC Children in Need (i.e. where a salary is co-funded, only the costs supported by BBC Children in Need are outlined above)
* All costs outlined in this staffing costs summary are funded by BBC Children in Need only.
* Good records of expenditure, salary and Human Resources are kept and retained for the duration of the grant and for at least 12 months, or for the duration required according to law, whichever is longer.
* I understand BBC Children in Need has the right to request receipts, invoices and other financial evidence relating to all expenditure related to its grant.
* I understand that providing false or misleading information to BBC Children in Need could lead to the withdrawal of this grant and further action.
* This declaration is signed by the organisation’s Chair or Treasurer or Secretary or, for organisations with a turnover of more than £10 million per year, the Finance Director.

Signature: Date:

Name (please print): Position: