

Evidenced Based Costing Template

Section 1 - Placement Details

Please provide the following information for this Service User / Client / Patient:

Client name	
Provider organisation name	
Establishment name	
Establishment postcode	
Registered number of beds	
Number of visits	
Name of person completing this form	
Contact details of person completing this form	
Date of costing	

Section 4 - Income Stream Analysis

Per Week	Day Care	Establishment	Total
Fee paid by Local Authority			0.00
Fee Paid by Health / PCT			0.00
FMC			0.00
Client Contribution			0.00
Other (parent, trust fund, etc)			0.00
Total Income	0.00	0.00	0.00

Section 2 - Placement Fee Breakdown

Client Weekly Fee	Client Cost per hour	Total cost for establishment
Hotel Costs		
Premises		
Building repairs and maintenance	0.00	0.00
Council Tax/Rates	0.00	0.00
Depreciation Buildings	0.00	0.00
Depreciation - fixtures & fittings	0.00	0.00
Electricity / Gas / Water	0.00	0.00
Grounds Maintenance	0.00	0.00
Insurance (premises)	0.00	0.00
Rent/ Mortgage costs	0.00	0.00
Void	0.00	0.00
Other- please specify	0.00	0.00
Other-	0.00	0.00
Other-	0.00	0.00
Premises sub-total	0.00	0.00
Transport		
Vehicle finance costs	0.00	0.00
Vehicle maintenance costs	0.00	0.00
Vehicle fuel costs	0.00	0.00
Staff travel costs	0.00	0.00
Client travel costs	0.00	0.00
Other transport	0.00	0.00
Other-	0.00	0.00
Transport sub-total	0.00	0.00
Supplies and Services		
Catering (Food and provisions)	0.00	0.00
Equipment	0.00	0.00
Inspection / Registration fees	0.00	0.00
Insurance all risks	0.00	0.00
Postage	0.00	0.00
Printing & stationery	0.00	0.00
Renewals & replacements	0.00	0.00
Staff clothing	0.00	0.00
Subsistence	0.00	0.00
Utilities	0.00	0.00
Telephone	0.00	0.00
TV rental & licence	0.00	0.00
Washing / Laundry	0.00	0.00
Other-	0.00	0.00
Other-	0.00	0.00
Supplies and Services sub-total	0.00	0.00
Central Costs		
Central Management Charge	0.00	0.00
Central Support Recharges	0.00	0.00
Surplus / profit element	0.00	0.00
Other-	0.00	0.00
Other-	0.00	0.00
Central Costs sub-total	0.00	0.00
Staff Costs: Accommodation Services element		
Management	0.00	0.00
Cook/Kitchen Assistant	0.00	0.00
Domestic staff	0.00	0.00
Other-	0.00	0.00
Other-	0.00	0.00
Staff Costs: Hotel element sub-total	0.00	0.00
Total Hotel / Accommodation Costs	0.00	0.00
Core / Shared Care Costs		
Staffing Costs- Day		
Staff Salaries	0.00	0.00
National Insurance, pension and on costs	0.00	0.00
Travel & Subsistence	0.00	0.00
Other-	0.00	0.00
Other-	0.00	0.00
Staff Costs Day sub-total	0.00	0.00
Staffing Costs- Night		
Staff Salaries	0.00	0.00
National Insurance, pension and on costs	0.00	0.00
Travel & Subsistence	0.00	0.00
Other- please specify	0.00	0.00
Other-	0.00	0.00
Staff Costs Night sub-total	0.00	0.00
Staffing Costs- Other		
Staff Recruitment	0.00	0.00
Staff Training	0.00	0.00
Other-	0.00	0.00
Other-	0.00	0.00
Staff Costs Other sub-total	0.00	0.00
Total Core / Shared Care Costs	0.00	0.00
Additional Costs assoc. with placement		
Additional Staffing costs		
Staff Salaries	0.00	0.00
National Insurance, pension and on costs	0.00	0.00
Travel & Subsistence	0.00	0.00
Other- please specify	0.00	0.00
Other-	0.00	0.00
Additional Staffing costs sub-total	0.00	0.00
Other additional non-staffing costs		
Day care	0.00	0.00
Other- please specify	0.00	0.00
Other-	0.00	0.00
Other-	0.00	0.00
Additional non-staffing costs sub-total	0.00	0.00
Total Additional Costs	0.00	0.00
Total cost	0.00	0.00

Section 3 - Staffing Breakdown

Day	Per Week	Working Night	Per Week
Core care hours per client	N/A	Core care hours per client	N/A
Additional care hours (this client)		Additional care hours (this client)	
Total	N/A	Total	N/A
Total establishment core week day staff levels			
(No of staff on shift per hour)			
Time	Day	Night	Sleeping
12 to 1			
1 to 2			
2 to 3			
3 to 4			
4 to 5			
5 to 6			
6 to 7			
7 to 8			
8 to 9			
9 to 10			
10 to 11			
11 to 12			
12 to 13			
13 to 14			
14 to 15			
15 to 16			
16 to 17			
17 to 18			
18 to 19			
19 to 20			
20 to 21			
21 to 22			
22 to 23			
23 to 24			
24 to 25			
Total	0.0	0.0	0.0
Total establishment core weekend staff levels			
(No of staff on shift per hour)			
Time	Day	Night	Sleeping
12 to 1			
1 to 2			
2 to 3			
3 to 4			
4 to 5			
5 to 6			
6 to 7			
7 to 8			
8 to 9			
9 to 10			
10 to 11			
11 to 12			
12 to 13			
13 to 14			
14 to 15			
15 to 16			
16 to 17			
17 to 18			
18 to 19			
19 to 20			
20 to 21			
21 to 22			
22 to 23			
23 to 24			
24 to 25			
Total	0.0	0.0	0.0
Weekend	0.0	0.0	0.0 Two days
Weekend	0.0	0.0	0.0 Two days
Whole week	0.0	0.0	0.0 Establishment total
Whole week	N/A	N/A	N/A Service user / patient total







