

### Training Plan - 12 month cycle

<u>Month</u>	<u>Training subject</u>	<u>Period of training</u>	<u>Cost per hour</u>	<u>Total cost / budget allocation</u>
July – August 2023	Ongoing Training covering the running and management of the Finance Department	9 weeks from 1 <sup>st</sup> July 2023 – 30 hours a week on average	£29 + VAT	£7,830 6661 P&F Finance Consultancy Fees
September – December 2023	Precept/Budget Setting – Internal Audit in October 2023	17 weeks from 1 <sup>st</sup> September 2023 – 15 hours a week on average	£29 + VAT	£7,395 6661 P&F Finance Consultancy Fees
Jan – March 2024	Setting Up New Budgets/New Budget Sheets and Preparation for Year End	13 weeks from 1 <sup>st</sup> January 2024 – 10 hours a week on average	£33 + VAT Hourly rate increase	£4,290 6661 P&F Finance Consultancy Fees
	<b><u>TOTAL COST FROM JULY 2023 TO 31<sup>ST</sup> MARCH 2024</u></b>			<b>£19,515</b> <b>2023/2024 Budget Needed</b>

### Additional Services

Rosevale Accountants offer clients a monthly support service for Software they use (Xero/Zahara) and Complex Accountancy Queries within the software they may have, which in the future you may want to utilise for the Finance Officer. We can provide a quote at a later date if needed.