

SHROPSHIRE PARTNERS IN CARE

SPIC CONTINUING CARE COST MODEL

Notes on using the model.

The model is set up to calculate the cost of care per bed per week.

Only enter data in the white cells. Shaded areas contain formulae which will calculate the amount automatically when you enter data in the appropriate white cells.

1. Enter the number of beds in your home in cell B10
2. In the section STAFF RATIOS enter the number of trained nurses on duty in each shift in cells C16 – C19. If your afternoon and evening is deemed to be one shift fill in box C17 and leave C18 blank.

Follow the same procedure for carers using cells C20 – C23

In cells E16 – E19 enter the number of hours each shift lasts. If you operate only 3 shifts per day enter the afternoon/evening in E17 and leave E18 blank.
(Check: E16 – E19 should add up to 24)

3. In the section STAFF COSTS enter the number of hours per grade in cells C28 to C43 and the average wage per hour by grade in cells D28 to D43. If you are not sure how to calculate an average rate, see note 4.
4. The average used here is the mean. To calculate the mean multiply the number of hours worked by the amount per hour for each pay rate and divide by the total number of hours worked.

Example:

2 staff are required 24 hours per day. The basic rate of pay is £7.00 per hour but the rate is increased to time and a half at the weekend.

Mon – Fri 2 x 120 (24hours x 5days) x £7.00 = £1,680

Weekend 2 x 48 (24hours x 2days) x £10.50 (£7.00 x 1.5) = £1,008

Total cost = £1,680 + £1,008 = £2,688

Average wage per hour = £2,688 / 336 (2x120 + 2x48) = £8.00per hour

5. If you employ gardeners, maintenance staff etc. enter the information in the appropriate cells. If you use outside contractors leave these cells blank and enter information in the Non Staff Costs area at cell E66.

6. Holiday and sickness costs have been calculated at 11% of salaries. If your holiday and sickness costs percentages are different you will need to reset the formula in cell E44. If you do not know how to change formulae see note 13.
7. NI and on costs have been calculated at 16% of salaries. If your NI and on costs percentages are different you will need to reset the formula in cell E45 If you do not know how to change formulae see note 13.
8. In the section INDIRECT STAFF COSTS enter the amount that you intend to allocate for the whole year for uniforms, training and recruitment in cells E48 – E50.
9. In the section NON STAFF COSTS enter the amount that you intend to allocate to each heading for the whole year in cells E58 to E84
10. The Management Fee (cell E84) may not be used if you, as the proprietor, also take a salary as the manager.
11. To calculate the Registration fee (cell E85) simply enter the registration cost per bed in cell C85.
12. Profit or operational surplus if you are a charity or not for profit organisation, (cell B90) has been calculated at 16%. If your profit margin differs from this you will need to reset the formula in cell E90. If you do not know how to change formulae see note 13.
13. To change a formula:-
Place the cursor on the cell which contains the formula to be changed. In the formula bar at the top left of the screen amend the information. Press the enter key.
14. If you require any assistance in operating this model contact.

Mike Donkin
Shropshire Partners in Care
3, The Farriers,
Annscroft,
Shrewsbury
Shropshire
Tel: 01743 860011
Mobile: 07813 313204
E-mail: mdonkin@spic.co.uk