

**Finance Document Summary**

* 1. Staff timesheet
	+ To be used by individual staff members working on the project to list down their hours worked on the project and what they’ve been working on
	+ Has to be appropriately authorised
* 2. Mileage Claim template
	+ To be used by individual staff members working on the project to claim mileage for journeys taken while working on the project
	+ Has to be appropriately authorised
* 3. Expenditure Claim template
	+ For both staff expenses and non-staff expenses on the project
	+ Has to have supporting receipts/invoices etc
	+ Sum at bottom of sheet to be entered on 6. Monthly finance return
* 4. Mileage claim cost summary sheet
	+ All individual mileage claims to be entered on here with the total value
	+ Purpose is to sum up all mileage claims
	+ Sum at bottom of sheet to be entered on 6. Monthly finance return
* 5. Staff cost calculator
	+ To calculate staff costs on the project
	+ Use timesheets to populate this
	+ Complete relevant options indicating if a full time project member or partial and the cost will work itself out
	+ Must have relevant backup behind rates etc such as payslips etc
	+ Sum at bottom of sheet to be entered on 6. Monthly finance return
	+ Info on 1720 method used by Oxford and seemingly part of ESF policy here:
		- <https://www.valonline.org.uk/budget-direct-spend-project/1720-method>
* 6. Monthly finance return
	+ Overall finance summary to be sent to CXK each month
	+ Totals entered here from sheets 3, 4 and 5 above