

**BID levy collection - staff time and cost breakdown- August 2021**

<b>Finance Model</b>	<b>Number of hours per week</b>	<b>Hourly rate</b>	<b>Weekly Cost</b>	<b>Annual Cost</b>	<b>Quarterly Cost</b>
Income recovery officer	5.5	27.31	150.23	7,811.98	1,952.99
Revenues officer	2.5	38.17	95.42	4,961.73	1,240.43
Service Manager	1	57.04	57.04	2,966.02	741.51
Finance	0.5	42.29	21.14	1,099.41	274.85
Customer Services	1.5	23.82	35.73	1,857.87	464.47
<b>Total</b>	<b>11</b>	<b>188.62</b>	<b>359.56</b>	<b>18,697.01</b>	<b>4,674.25</b>

**Inclusions:**

- Customer enquiries
- Preparing and issuing invoices
- Maintaining levy payers register and databases
- Providing regular updates to BID board
- Processing levy collection
- Sending reminders
- Taking enforcement actions as advised by BID board
- Court visits for liability order hearings
- Stationary used for all recovery notices (reminders and summonses etc)
- Staff resource in order for all billing and recovery notices being produced and posted
- Hourly rates include basic salary and on costs

**Exclusions:**

- This does not include any officer time or work in relation to the services outlined in the statement of baseline services
- This does not include any management time in partnership management, attending BID board meetings etc
- This does not include stationary used at main annual billing run