

## Reach for the Skies - Apollo 2020

### Revenue costs

<b>Personnel costs</b>	
CEO	
Operations Manager	
Office Manager	
Administrator/Vulnerable Adults support worker	
Vulnerable Adults Manager	
Volunteer Co-ordinator (p/t)	
Retail co-ordinator (p/t)	
Van driver 1 (p/t)	
Van driver 2 (p/t)	
Training	
Travel	
	<b>£ -</b>

<b>Premises</b>	
Lease/mortgage	
Rates	
Maintenance	
Repair	
Insurance	

<b>Transportation</b>	
Van leasing cost	
7.5 tonne lorry	
Vehicle insurance	
Running costs	
Logistic costs	
Vehicle livery	
SatNavs	
Maintenance	
Certificate of Professional Competence	
	<b>£ -</b>

<b>Communications</b>	
Telephones	

Postal	
Internet (domain name; web hosting)	
Mobile phones (for drivers)	
Marketing & selling	

<b>Utilities</b>	
Electricity	
Water	
Gas (if applicable)	

<b>Other</b>	
General insurances	
- Public liability	
- Employer's liability	
- Contents	
- Legal expenses	
Policies & proceduress	
Office costs: photocopying, stationery	
Disposal costs or gate fees	
Licences (proportion)	
- Waste carriers	
- Waste management and WAMITAB	
- `O' licence	
Quality management system	
Professional m/ship fees	
Accountancy	
Legal costs	
Cleaning costs	
	<b>£ -</b>

<b>Capital costs</b>	
Van purchase	
PPE and other equipment	
Health & Safety equipment	
Storage, additional shelving etc	
Workshop purchases	
<b>Total capital costs</b>	<b>£ -</b>

**TOTAL COSTS**

Include holiday pay and sick cover
Consider how the CEO's time might be spent over 3 years. Much networking & inward investment might be needed in say the 1st year in order to get support & buy in from stakeholders. His time on this project may diminish by yr 3.
This role is pivotal in ensuring materials are stored appropriately, a sound inventory and system exists and is available to provide logistics and other operational support to the project This person deals with timesheets, payroll, invoicing, HR and finance issues.
This role will be supporting vulnerable adults with learning and other disabilities in various areas of this project. The project may decide they want to support 10 vulnerable adults for the duration of the project, working in alongside the NASA specialist and the volunteer co-ordinator.
This role will be pivotal in identifying suitable vols & trainees & helping them through this journey. The role needs to be full time.
eg first aid, manual handling, fork-lift truck, arc welding, building rockets etc. to training, managers to meetings etc

25% of costs
Straightforward 25% application is appropriate here.
Is this going to be significant wear and tear associated with the area of operation for this project? Consider
Apportioning a straightforward 25% of the building insurance costs may not be appropriate here. You're dealing with a highly dangerous project. A conversation with your insurance broker is required. This project could increase your insurance premium significantly.

purchase or lease? Leasing = revenue cost, purchase = capital cost. If only one year project I suggest leasing. Plus, if the van is only in use on bulkies part-time, can it be used the rest of the time? Vehicles can be off the road for servicing etc, so additional leasing costs may be incurred.
Can the cost of this be shared by other areas of the business. If so, this stays here. To buy or to lease? And then there's the issue of Certificate of Professional Competence (CPC) certificate and possible training of one/two drivers.
include road tax and fuel (calculate according to estimated mileage), tyres (if leased)
Running 2 vans for collection of parts, materials etc., plus other transportation costs by 3rd party suppliers
Might not be possible on a leased vehicle
For drivers
if separate from leasing agreement.
If required. For driving 7.5 tonne wagons


Purchase of parts over the internet

Marketing costs likely to increase in Year 3 as the charity starts to make noise about the project, primarily with a view to increase interest for future funding and contracts.

Flag up. Consider the energy intensity associated with this project, e.g. Arc welding, Water usage may actually reduce. The white goods operation, which had to test and run washing machines consumed a lot of water.

Covers staff, volunteers and training. Again, check with your insurance broker regarding their policy and premiums concerning volunteers and trainees. Important to have. You can be fined £2,500 every day for not having it.

To cover the cost of a solicitor for say a vehicle accident/incident.  
eg writing H&S policies for handling combustible materials, rocket launching etc.,

Waste disposal costs of unused materials. However, in this instance recycling of unusable scrap could generate a bit of income or could be cost neutral.  
Waste carriers exemption is normally free. A regular licence incurs a fee.

Waste management exemption is normally only a couple of hundred pounds. If full waste management licence is required then there is also a cost for the WAMITAB qualification.  
if operating 7.5 tonne vans, either full or restricted

This kind of operation would warrant sound QMS policies and procedures. This may well get covered by the H&S policy & procedures heading above. Warning: Don't double account  
E.g. association of amateur rocket science enthusiasts.

But can't include depreciation costs

may include fork lift truck, additional sack trucks, first aid boxes, arc welding protective wear, hi-vis. Include a healthy budget as can get ruined quickly.  
first aid kits, toolkits, fire extinguishers for both vehicles and premises

Can current space and racking accommodate the storage of parts and other recycled materials  
Don't include the direct costs associated with this project i.e. arc welding equipment, but tools and materials - bolts, nails, screws etc - used by all areas of operation should be factored into this.