

## Business and Consumer Survey programme

### Additional information on unit costs and reference periods

I, the undersigned<sup>1</sup>

[name]

representing,

[Name organisation]

hereby declare that

the submitted unit costs for direct staff costs have been established as follows:

1. Unit costs are calculated based on historical payroll data and thus refer to staff costs actually incurred during a 12-months reference period starting on ..... and ending on .....
2. The payroll data used for the calculation is auditable and reconcilable with the accounting data of the reference year
3. The breakdown of the entire staff into pay grades corresponds to the structure of the salary grid applied by my organisation in accordance with the national provisions.
4. Calculation of unit costs is based on 215 working days
5. Staff costs used for the calculation of unit costs do not include indirect costs or other non-eligible costs such as provisions, non-statutory, non-mandatory and discretionary premiums or bonuses.
6. Social contributions paid by a public authority other than my organisation are included in the calculation.
  - a. No
  - b. Yes. Declaration of the costs incurred by the other public authority is enclosed.
7. Furthermore, the administrative costs are estimated based on auditable historical data during a 12-months reference period starting on ..... and ending on .....

Where applicable, the exchange rate applied to convert national costs to euro has been calculated according to the provisions at section 21.3 of the grant agreement.

- Exchange rate for staff costs: ..... *(please indicate the exchange rate calculated based on the 12-months reference period indicated in point 1).*
- Exchange rate for administrative costs: ..... *(please indicate the exchange rate calculated based on the 12-months reference period indicated in point 7).*

<sup>1</sup> An authorised person of the organisation such as the legal representative as mentioned in the grant agreement, the Director General, Resources Director, or Chief Accountant

<b>GRID OF UNIT COSTS</b>
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Mandatory elements of the grid of unit costs:

**Calculation of unit costs is based on accounting and payroll data for the 12-months reference period indicated in point 1:**

1. **Calculation is based on<sup>2</sup>:**
- Full-time equivalent (FTE)
  - Total number of staff
  - Deliverables

2. **Unit costs template:**

**a. Staff paid based on working time:**

Pay grade	Unit costs (average daily rate <sup>3</sup> ) in EUR

**b. Staff paid based on deliverables**

type of deliverable	Unit costs (average rate per deliverable <sup>4</sup> ) in EUR

Date and signature<sup>5</sup>:

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<sup>2</sup> Please choose one option

<sup>3</sup> Please round to two decimals

<sup>4</sup> Please round to two decimals

<sup>5</sup> An authorised person of the organisation such as the legal representative as mentioned in the grant agreement, the Director General, Resources Director, or Chief Accountant