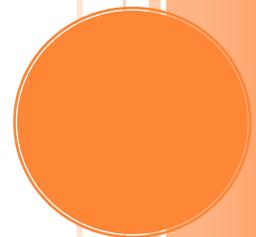


# *Excel Templates for Budgets (Man Power) User Guide*

This simple Excel-based template is a convenient application to develop a manpower schedule/budget for up to 10 departments for a 3-year period. It allows the user to define 10 departments. Each department can have as many job categories as the user wishes. The current annual salary for each job category is entered, as is the projected changes (+ or -) on a percentage basis for each of the 3 years. The % of salary extras (social security, pension, etc.) can also be defined for each job category. A manpower schedule is then created on a monthly basis for the three year period. This is done by entering the current number of employees in each job category and entering any headcount changes (+ or -) in the month in which they occur. The ending figures for each year are automatically carried forward as the opening figures for the subsequent year.

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1/1/2011



# EXCEL TEMPLATES FOR BUDGETS (MANPOWER) USER GUIDE

## INTRODUCTION

This simple Excel-based template is a convenient application to develop a manpower schedule/budget for up to 10 departments for a 3-year period. It allows the user to define 10 departments.

Each department can have as many job categories as the user wishes. The current annual salary for each job category is entered, as is the projected changes (+ or -) on a percentage basis for each of the 3 years. The % of salary extras (social security, pension, etc.) can also be defined for each job category. A manpower schedule is then created on a monthly basis for the three year period. This is done by entering the current number of employees in each job category and entering any headcount changes (+ or -) in the month in which they occur.

The ending figures for each year are automatically carried forward as the opening figures for the subsequent year.

Salary costs for each department are calculated on the following basis:

- For each job category the monthly salary for the relevant month is calculated by taking the current salary and adjusting it for annual changes and adding the percentage entered for salary extras
- The number of staff in that month is calculated by taking the current number of employees and adjusting it for the cumulative monthly changes in the manpower schedule to that point
- The salary cost for that month for that job category is then calculated by multiplying the monthly salary by the number of employees in that job category for the relevant month.
- The monthly salary cost for each individual department is calculated by adding the monthly salary costs for each of the job categories in the relevant department.
- A total organisation-wide payroll budget is calculated by totalling the sum of the departments. There is an option to add a percentage contingency factor to the total payroll budget.
- An average monthly/quarterly/annual cost per employee is calculated for each department and for the total organisation. The choice of monthly, quarterly or annual is selected from a drop down list and averages are automatically recalculated.

# USER INSTRUCTIONS

The EXCEL model has a simple Push Button Menu system at the top of the Workbook in cell A2 to E2.

The following general guidelines should be followed.

- Cells in Blue are intended for User Input.
- Cells in Black are calculated and should not be altered by the user.

On first use it is recommended that the Menu Options be used in the sequence in which they are numbered, 1, 2, 3, etc. On subsequent use the options can be selected as required to make amendments to the data originally entered. It may be useful to print out, for reference, the various input forms.

Prior to entering data the user should select which currency s/he wishes to use in formatting reports. This can be done by clicking on the chosen currency symbol in the dialog box to the immediate right of the Title Graphic (cell H1).

**Note** this refers only to the currency symbol used and is NOT a currency conversion routine. You may need to install and enable the Excel Euro Currency Tools Add-in to display the € symbol properly.

Enter the **Company Name** and **Start Month/Year**. These are used to format reports.

**EMPLOYMENT CATEGORIES**

	% Change(+ or -) in Salary for Each Year				Salary
	Current Salary	Year 1	Year 2	Year 3	Extras
<b>Dept 1</b>					
Job Category 1	\$0	0.0%	0.0%	0.0%	0.0%
Job Category 2	\$0	0.0%	0.0%	0.0%	0.0%
Job Category 3	\$0	0.0%	0.0%	0.0%	0.0%
Job Category 4	\$0	0.0%	0.0%	0.0%	0.0%
Job Category 5	\$0	0.0%	0.0%	0.0%	0.0%
Job Category 6	\$0	0.0%	0.0%	0.0%	0.0%
Job Category 7	\$0	0.0%	0.0%	0.0%	0.0%
Job Category 8	\$0	0.0%	0.0%	0.0%	0.0%
Job Category 9	\$0	0.0%	0.0%	0.0%	0.0%
Job Category 10	\$0	0.0%	0.0%	0.0%	0.0%
Job Category 11	\$0	0.0%	0.0%	0.0%	0.0%
<b>GROUP TOTAL</b>					<b>Salary</b>
<b>Dept 2</b>					
Sales & Marketing Director	\$120,000	5.0%	5.0%	5.0%	12.0%
Marketing Manager	\$65,000	5.0%	5.0%	5.0%	12.0%
Sales Manager	\$65,000	5.0%	5.0%	5.0%	12.0%
Export Sales Manager	\$0	0.0%	0.0%	0.0%	0.0%
Senior Sales Executive	\$50,000	5.0%	5.0%	5.0%	12.0%
Sales Executive	\$0	0.0%	0.0%	0.0%	0.0%
Trade Sales Executive	\$0	0.0%	0.0%	0.0%	0.0%
Marketing Assistant	\$18,000	5.0%	5.0%	5.0%	12.0%
TeleSales	\$16,000	5.0%	5.0%	5.0%	12.0%
eBusiness Executive	\$26,000	5.0%	5.0%	5.0%	12.0%
<b>GROUP TOTAL</b>					<b>Salary</b>
<b>Dept 3</b>					
Managing Director	\$160,000	5.0%	5.0%	5.0%	12.0%
Secretary	\$0	0.0%	0.0%	0.0%	0.0%
Financial Controller	\$120,000	5.0%	5.0%	5.0%	12.0%
Accountant	\$40,000	5.0%	5.0%	5.0%	12.0%
Payroll Officer	\$20,000	5.0%	5.0%	5.0%	12.0%
MIS Manager	\$35,000	5.0%	5.0%	5.0%	12.0%
Business Analyst	\$0	0.0%	0.0%	0.0%	0.0%
Accounts Analyst	\$0	0.0%	0.0%	0.0%	0.0%
Credit Controller	\$0	0.0%	0.0%	0.0%	0.0%
<b>GROUP TOTAL</b>					<b>Salary</b>

Fill-in each **Department Name**, up to 10 departments may be entered.

Define each **Job Category** within each **Department**. For each Job Category enter the **Current Annual Salary** and the **projected % changes** planned in year 1, 2 and 3. **Salary Extras** can also be entered as a percentage to cover items like social security and pension contributions.

When additional Job Categories are required within a Department new Job Categories can be added. To add a new Job Category, select a Job Category row within the Department. While the row is still selected, scroll up to cell A6 and click on the "Add New Row" pushbutton. The selected row, including all the appropriate formulae, is copied and inserted as a new row. The Job Category, Salary, etc for the new row can now be edited to enter details for the additional Job Category.

Where Departments have more Job Categories than required the row should NOT be deleted. It is preferable for presentation purposes to hide the rows that are not being used. Prior to hiding the row please ensure that there are no values in the row that will be added into any departmental or grand totals.

When all the Departments and Job Categories have been defined and set-up the **Staffing Schedules** for each of the three years should be entered. The current staffing levels for each Job Category should be entered. Increases or decreases are entered in the month in which they are planned. Changes in staffing levels can be entered as a positive or negative number. Because staff may be assign as equivalent to , say, a half fulltime equivalent,

staffing levels and changes can be entered as a number with one decimal. Ending staffing levels for one year are automatically carried forward as opening staffing levels for the next year.

- The ManPower Planner Plus+ calculates the following for each month:
- The Gross Payroll Schedule for each Department for each month
- The Total Gross Payroll Schedule for the organisation
- A Payroll Contingency value based on a % contingency factor entered
- The average cost per employee for each Department, either per month, quarter or per year as selected by the user\*\*.
- The total headcount for each Department and for the total organisation
- The average cost per employee for the total organisation

#### Note\*\*

An average monthly/quarterly/annual cost per employee is calculated for each department and for the total organisation. The choice of monthly, quarterly or annual is selected by the user from a drop down list (cells A12 to C12) and averages are automatically recalculated.

## OUTPUT

The charts in the following pages depict the results calculated and displayed

—END—

My Big Company Ltd  
Manpower Schedule for Year Starting 1st Jan 2011

Starting	Jan	Jan	Mar	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	TOTAL
<b>Dept 1</b>													
Job Category 1	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0
Job Category 2	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0	2.0
Job Category 3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Job Category 4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Job Category 5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Job Category 6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Job Category 7	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Job Category 8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Job Category 9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Job Category 10	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Job Category 11	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>GROUP TOTAL</b>	<b>2.0</b>	<b>0.0</b>	<b>1.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>3.0</b>						
<b>Dept 2</b>													
Sales & Marketing Director	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0
Marketing Manager	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0
Sales Manager	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0
Export Sales Manager	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	1.0
Senior Sales Executive	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0
Sales Executive	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	2.0
Trade Sales Executive	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Marketing Assistant	1.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0
TaleSales	2.0	1.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	4.0
eBusiness Executive	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0
<b>GROUP TOTAL</b>	<b>9.0</b>	<b>2.0</b>	<b>0.0</b>	<b>1.0</b>	<b>0.0</b>	<b>0.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>	<b>1.0</b>	<b>0.0</b>	<b>0.0</b>	<b>16.0</b>
<b>Dept 3</b>													
Managing Director	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0
Secretary	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0
Financial Controller	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0
Accountant	0.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0
Payroll Officer	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0
MIS Manager	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0
Business Analyst	0.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0
Accounts Analyst	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Credit Controller	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>GROUP TOTAL</b>	<b>5.0</b>	<b>0.0</b>	<b>0.0</b>	<b>1.0</b>	<b>0.0</b>	<b>1.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>7.0</b>
<b>Dept 4</b>													
R & D Director	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0
Senior Engineer	1.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0
Engineer Grade 1	4.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	5.0
Engineer Grade 2	3.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	4.0
Engineer Grade 3	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	2.0
Other 3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Other 4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Other 5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>GROUP TOTAL</b>	<b>10.0</b>	<b>1.0</b>	<b>0.0</b>	<b>1.0</b>	<b>0.0</b>	<b>0.0</b>	<b>1.0</b>	<b>0.0</b>	<b>0.0</b>	<b>1.0</b>	<b>0.0</b>	<b>0.0</b>	<b>14.0</b>

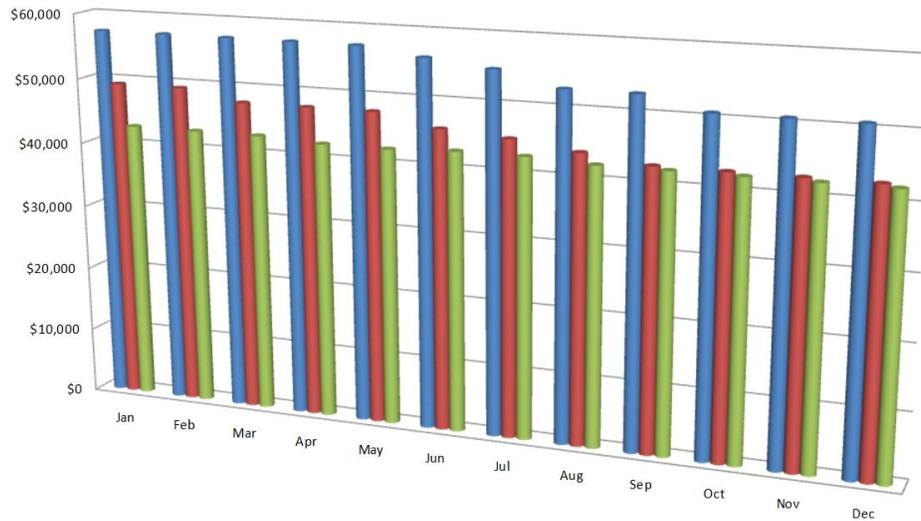
My Big Company Ltd  
Payroll Schedule for Year Starting 1st Jan 2011

Department	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Dept 1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dept 2	\$45,482	\$45,482	\$47,334	\$47,334	\$47,334	\$47,334	\$48,980	\$48,980	\$48,980	\$48,980	\$48,980	\$48,980	\$574,182
Dept 3	\$34,472	\$34,472	\$34,472	\$34,472	\$38,588	\$38,588	\$38,588	\$38,588	\$38,588	\$38,588	\$38,588	\$38,588	\$446,586
Dept 4	\$39,102	\$39,102	\$45,276	\$45,276	\$45,276	\$47,849	\$47,849	\$47,849	\$51,450	\$51,450	\$51,450	\$51,450	\$583,378
Dept 5	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dept 6	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dept 7	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dept 8	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dept 9	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dept 10	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Payroll</b>	<b>\$119,055</b>	<b>\$119,055</b>	<b>\$127,082</b>	<b>\$127,082</b>	<b>\$131,198</b>	<b>\$133,770</b>	<b>\$135,416</b>	<b>\$135,416</b>	<b>\$139,018</b>	<b>\$139,018</b>	<b>\$139,018</b>	<b>\$139,018</b>	<b>\$1,584,146</b>
Contingency (%)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0%
Contingency (Value)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Payroll + Contingency</b>	<b>\$119,055</b>	<b>\$119,055</b>	<b>\$127,082</b>	<b>\$127,082</b>	<b>\$131,198</b>	<b>\$133,770</b>	<b>\$135,416</b>	<b>\$135,416</b>	<b>\$139,018</b>	<b>\$139,018</b>	<b>\$139,018</b>	<b>\$139,018</b>	<b>\$1,584,146</b>

Average Annual Cost per Employee for Year Starting 1st Jan 2011

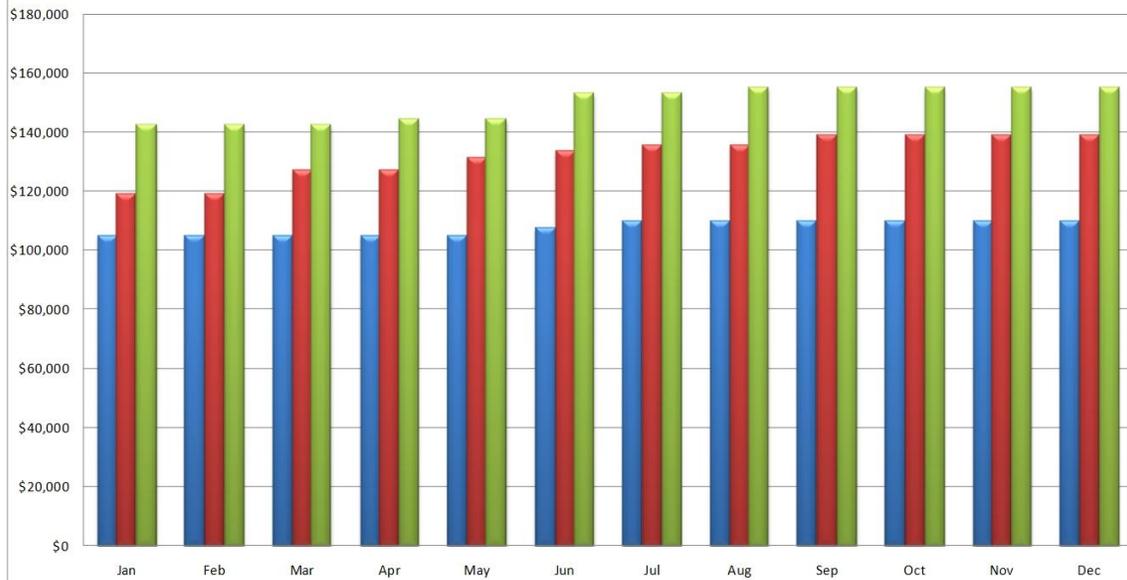
Department	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Dept 1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dept 2	\$49,617	\$49,617	\$47,334	\$47,334	\$47,334	\$48,693	\$41,983	\$41,983	\$39,184	\$39,184	\$39,184	\$39,184	\$525,832
Dept 3	\$82,732	\$82,732	\$68,943	\$68,943	\$66,150	\$66,150	\$66,150	\$66,150	\$66,150	\$66,150	\$66,150	\$66,150	\$832,549
Dept 4	\$42,857	\$42,857	\$45,276	\$45,276	\$45,276	\$44,168	\$44,168	\$44,168	\$44,100	\$44,100	\$44,100	\$44,100	\$530,045
Dept 5	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dept 6	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dept 7	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dept 8	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dept 9	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dept 10	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Payroll</b>	<b>\$119,055</b>	<b>\$119,055</b>	<b>\$127,082</b>	<b>\$127,082</b>	<b>\$131,198</b>	<b>\$133,770</b>	<b>\$135,416</b>	<b>\$135,416</b>	<b>\$139,018</b>	<b>\$139,018</b>	<b>\$139,018</b>	<b>\$139,018</b>	<b>\$1,584,146</b>
<b>Total Headcount</b>	<b>29.0</b>	<b>29.0</b>	<b>32.0</b>	<b>32.0</b>	<b>33.0</b>	<b>35.0</b>	<b>36.0</b>	<b>37.0</b>	<b>39.0</b>	<b>39.0</b>	<b>39.0</b>	<b>39.0</b>	<b>34.8</b>
<b>Average Annual Cost per Employee</b>	<b>€ 49,264</b>	<b>€ 49,264</b>	<b>€ 47,656</b>	<b>€ 47,656</b>	<b>€ 47,708</b>	<b>€ 45,864</b>	<b>€ 45,139</b>	<b>€ 43,919</b>	<b>€ 42,775</b>	<b>€ 42,775</b>	<b>€ 42,775</b>	<b>€ 42,775</b>	<b>\$544,432</b>

### Average Cost per Employee



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Year 1	\$57,303	\$57,303	\$57,303	\$57,303	\$57,303	\$56,090	\$55,027	\$52,826	\$52,826	\$50,794	\$50,794	\$50,794
Year 2	€ 49,264	€ 49,264	€ 47,656	€ 47,656	€ 47,708	€ 45,864	€ 45,139	€ 43,919	€ 42,775	€ 42,775	€ 42,775	€ 42,775
Year 3	€ 42,786	€ 42,786	€ 42,786	€ 42,284	€ 42,284	€ 42,759	€ 42,759	€ 42,292	€ 42,292	€ 42,292	€ 42,292	€ 42,292

### Total Payroll



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Year 1	\$105,056	\$105,056	\$105,056	\$105,056	\$105,056	\$107,506	\$110,054	\$110,054	\$110,054	\$110,054	\$110,054	\$110,054
Year 2	\$119,055	\$119,055	\$127,082	\$127,082	\$131,198	\$133,770	\$135,416	\$135,416	\$139,018	\$139,018	\$139,018	\$139,018
Year 3	\$142,619	\$142,619	\$142,619	\$144,472	\$144,472	\$153,218	\$153,218	\$155,070	\$155,070	\$155,070	\$155,070	\$155,070