MONTHLY SPEND PROFILE

EU Ref: ……. **BLSP Ref: ……..** **Project Name: ……..**

Prepared By : …… **Date: ……**

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
Capital costs												
Construction												
Refurbishment												
Fixtures and fittings												
Other (please specify)												
Equipment												
IT Equipment												
Capital related professional fees												
Other (please specify)												
Staff costs												
Salary 1												
NIC												
Pension												
Salary 2												
NIC												
Pension												
Salary 3												
NIC												
Pension												
Recruitment costs												
Staff training												
Staff travel & subsistence												
Other (please specify)												

Running costs / Overheads												
Insurance												
Rent												
Rates												
Heat/light/power												
Postage												
Telephone/Internet /Fax												
Printing & Stationery												
Audit												
External evaluation												
Other (please specify)												
Programme costs												
Training materials												
Training courses												
Tutors												
Volunteer expenses												
Accreditation fees												
Beneficiary childcare												
Beneficiary travel												
Venue/room hire												
Hospitality												
Advertising												
Publicity Materials												
Other (please specify)												
Total:												