

## Cost Efficiency Workshop

We are all looking after public funds and we are trusted to spend our money wisely and in pursuit of our individual charitable aims. We are all facing reductions in funding but I believe the place we should not start saving is in our people. We have to start thinking about the running costs of the organisation are we being efficient or are we just doing what we have always done. Apathy is our worst enemy!

Value what you do. If your charity was not there how much would it cost a statutory body to undertake your work?

Basis of operation is to ask a few questions every time someone wants to spend money

- Do you need it or just want it?
- Is it funded and approved by the funder?
- Why do you need it?

Set a budget for everything. Look at what is spent on overheads in the current year and aim to set that as a figure to aim for in the next year. Allocate to a member of staff every budget head – give them ownership and ask them to think about the costs associated with that budget head. So that it is their responsibility to monitor the costs. This works well with overheads.

Telephone – land line and mobiles

- If you have more than 1 office can you get a single supplier apart from BT to service all your lines. Do you need all the lines and numbers? Do a review – check your supplier is giving you a good deal. Tie in your mobile with your landline

Water bills

- All water is metered

Electric

- Change your supplier – at WWT we went for Green Energy – which is a bit more expensive but we needed to make a statement about green energy. But it has concentrated the mind on costs
- Switch off all computers if you are away for more than 20 minutes.
- Switch off your monitor.
- Don't leave things on overnight.
- Consider a different way to boiling kettles – use flasks for instance
- Switch off lights in unoccupied offices

Heating Oil

- Always shop around – use Boiler Juice they can give you a quote which is based on delivery to the same postcodes. Cutting their fuel expenses and their carbon footprint

Replacing Office furniture

- Never buy new. [Office Clearance](http://www.officecw.co.uk/), there contact number is 01793 619744. link for the website is below:

<http://www.officecw.co.uk/>

Paper

- Are all your printers set to print double sided as a default?
- Set Black as the default on colour printers.

- Use the second side of paper too create note pads
- Agree with a local supplier to print a year's worth of envelopes. He might be able to keep them at his depot and you can them off as needed.
- Email minutes. At meeting use a projector to display the agenda and minutes.
- If printing reduce the font size and margin size

#### Council Tax

- Are you claiming your 80% discount? You can ask for 100%

#### Postage costs

- Does everything have to go out 1<sup>st</sup> class? Our default is second class and we use PPI
- Watch the weight and thickness
- Share large post outs with other organisations to reduce costs

#### Bank Charges

- Are you getting a good deal from your bank? ASK

#### Insurance

- Are you insuring items that are low risk? Examine what you are currently paying and what it covers – do you need to have it covered. Is there a no claims bonus you are not being awarded.

Office Sharing – do you need all the space you are renting or own – can you sublet or move

Approach Parish Council to increase their precepts to start a fund to support small local charities

Don't hold lunchtime meetings or if necessary ask all attendees to bring their own lunch & drinks

Join together to reduce back office costs – centralise infrastructures for salaries, accounts, purchasing etc

CRB checks – are we using an umbrella organisation – is the information timely – what is the cost – is there a lower cost option.

Insulate the building you are occupying to reduce heat loss and cut bills. Use draft excluders. Turn the heating down. Don't leave windows open

Use Gift Aid software to reclaim tax on donations & membership income