

MODULE 3 : Managing Money and Risk

Money: from my life history to the management of my business

Annex 3: Practical case study price calculation

Service business

- Secretarial Service for professionals (Small Business)
- Self-employed

Work in small groups, based on the document “budget example”

Instructions:

- Determine the pay that you want
- Provide information on all costs (see below) and calculate the total per year
- Define the number of working days envisaged per year
- Estimate:
 - The minimum turnover per year,
 - The number of sessions (days providing services) to be sold,
 - The price (cost price) of the service per day (here the service is sold based on one “day” unit).
- Simulate several scenarios according to the number of days worked, the number of services per year, the required pay, the price etc

Annual operating costs:

Water: £80

Electricity/gas: £150

Telephone: £250

Internet: £600

Computer: £500

Printer: £300

Office supplies: £500

Insurance if renting premises: £200

Business insurance: £400

Bank account fees: £180

Communication/advertising /trade fairs: £1500

Renting an office – monthly rent: £300

