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Policy Name	Cost Centre Apportionment to WWHC Activities
Policy Author	Director
Approved by Sub Committee	N/A
Approved by Management Committee	April 2023
Latest date of Next Review	April 2024

West Whitlawburn Housing Co-operative will provide this policy on request at no cost, in larger print, in Braille, in audio or other non-written format, and in a variety of languages. Please contact the office.



Registered with the Scottish Housing Regulator No. 203
Registered Charity No. SCO38737, VAT Registration No. 180223636
Registered society under the Co-operative and Community Benefit Societies Act 2014

Appendix 2

Cost Centre Apportionment from 1st April 2023

Role	Management and Maintenance	Development	Service Costs	Wider Action
Director	70.00%	10.00%	10.00%	10.00%
Deputy Director	70.00%	10.00%	10.00%	10.00%
Property Manager	90.00%	10.00%		
Property Officer	90.00%	10.00%		
Property Officer	90.00%	10.00%		
Property Assistant	100.00%			
Property Assistant P/T	100.00%			
Property Assistant P/T	100.00%			
Assistant Director (Tenancy Services)	100.00%			
Housing Officer P/T	100.00%			
Housing Officer	100.00%			
Housing Officer P/T	100.00%			
Housing Officer P/T	100.00%			
Housing Officer P/T	100.00%			
Housing Officer	100.00%			
Housing Assistant	100.00%			
Assistant Director (Corporate Services)	90.00%		10.00%	
Finance Officer	90.00%		10.00%	
Finance Assistant P/T	95.00%		5.00%	
Corporate Services Officer	90.00%		10.00%	
Admin Assistant P/T	100.00%			
Modern Apprentice	100.00%			
Reception Assistant	100.00%			
Community Development Co-ordinator				100.00%
All Concierge Staff	100.00%			

1. Additional Information

Management and Maintenance – the majority of staff costs are attributed to the day to day running of the Co-operative.

Development – resources spent on Stage 3 property adaptations are attributed to the development cost centre. Work on the acquisition of properties in East Whitlawburn are attributed to this cost centre as well.

Service Costs – the cost of providing services like payroll and finance support to other community organisations e.g. Whitlawburn Community Resource Centre. We do not usually reclaim these costs as it forms part of our community support and development function.

Wider Action – resources spent on community development e.g. funding applications and co-ordination of community services.