



Building Better Opportunities Essential update May 2022, Number 2 - Update to Simplified Cost Options Guidance and Annex O

Update to Simplified Cost Options Guidance

We have become aware that there was an unannounced update to the Managing Authority's [Simplified Cost Options Guidance](#) made on 21 March 2022. Most of the updates were minor formatting changes. However, it is worth noting that there are two slight changes in wording relating to the evidence that should be retained for direct staff costs when simplified cost options are used (1720 hourly rates or fixed percentage).

These change the requirements for grant holders to retain for all staff from:

- an HR letter or job description or other contractual documentation
- to:
- an HR letter and job description or other contractual documentation.

We are aware that many grant holders have been doing this anyway, but if you do not currently hold the job descriptions for any 1720 hourly rate or fixed percentage employees, please ensure you obtain and retain these.

Annex O - Data Entry Requirement Reminder

It has been identified that some Annex Os contain the names of individual staff and volunteers. Please ensure that you:

- use local customer reference numbers to identify costs associated with participants
- staff costs and expenses should be identifiable using information such as initials and post, partner or payroll number.