

Annex ii: Overhead costs

The following are categories of indirect costs. The indirect cost contribution is calculated as a percentage of the ratio of indirect costs to direct costs.

A. Cost of support staff (board, management, finance, HR, IT, accounting and other support roles)

The indirect cost of support staff comprises all costs that are not directly attributable to an activity:

- head office salary expenses of the management team, finance, IT, accounting and other support staff that are not attributable to an activity;
- travel expenses recharged as indirect costs in accordance with applicable policy that are not attributable to an activity.

Staff leave, absenteeism and overtime costs that are not attributable to an activity are indirect costs.

B. Non-attributable administrative expenses

Insurance

This category comprises all insurance cover necessary in the normal course of business that are not attributable to a specific activity. It includes:

- managers liability insurance
- liability insurance
- building insurance
- statutory vehicle insurance
- statutory employee liability insurance
- travel insurance.

Audit and notary fees

This category comprises all audit and notary fees incurred in the normal course of business that are not attributable to a specific activity. Goods and services are purchased in accordance with the procurement policy.

Consultancy and legal fees and other general expenses

This category comprises all consultancy and legal fees incurred in the normal course of business that are not attributable to a specific activity. Non-recurring legal expenses incurred as a result of a reorganisation, for instance, are not indirect costs and do not qualify for reimbursement.

Subscriptions, contributions and membership fees

Subscriptions, contributions and membership fees incurred in the normal course of business for development cooperation work performed by Oxfam Novib are recognised as indirect costs.

C. Other non-attributable expenses

Office expenses

Office expenses comprise all costs incurred to ensure a clean, orderly and safe workplace, in accordance with what may be reasonably expected from an employer. They include:

- general and in-house emergency service expenses
- gas, electricity and water
- maintenance costs
- cleaning and security expenses
- telecommunication and other communication expenses
- office supplies
- other organisational expenses.

IT licences and systems

Regular maintenance costs for IT systems incurred in the normal course of business that are not attributable to a specific activity.