Bicycle ACCOUNTING

For hourly employees, use x 2080 hours to get the annual rate. For short-term contractors, you might have to get creative.

This planning tool was developed by Mary Going at Bicycle Accounting. **Make a copy of this spreadsheet for your own use**. We ask that you keep the Bicycle branding, that you think of us if you're considering a new hire in your nonprofit finance department, and most importantly, that you pay a living wage to your employees. Questions or comments may be sent to mary@bicycleacccounting.com. **Instruction video can be viewed here.**

Type only in the light blue fields. But, not this one.

This tool is meant to be forward-looking. I suggest you erase or hide the past months so that "current salary" can be changed. If you want to preserve the past, you should *copy*, then *paste values* on past results.

Use % row (16/17) to add an overall increase. For example, COLA.

Overhead: 25%

Add department names here. Do not exceed 15 rows.

Totals	Jan, 2023	Feb, 2023	Mar, 2023	Apr, 2023	May, 2023	Jun, 2023	Jul, 2023	Aug, 2023	Sep, 2023	Oct, 2023	Nov, 2023	Dec, 2023	Jan, 2024	Feb, 2024	Mar, 2024	Apr, 2024	May, 2024	Jun, 2024	Jul, 2024	Aug, 2024	Sep, 2024	Oct, 2024	Nov, 2024	Dec, 2024
Total Labor Expenses	18,750	26,490	37,500	37,905	38,542	38,542	34,241	30,208	30,208	30,208	30,208	40,625	43,875	43,875	43,875	43,875	43,875	43,875	43,875	43,875	43,875	43,875	43,875	43,875
Contractors w/o overhead	8,333	10,799	16,667	16,991	17,500	17,500	17,500	17,500	17,500	17,500	17,500	25,833	27,900	27,900	27,900	27,900	27,900	27,900	27,900	27,900	27,900	27,900	27,900	27,900
Employees w/ overhead	10,417	13,499	20,833	21,239	21,875	21,875	21,875	21,875	21,875	21,875	21,875	32,292	34,875	34,875	34,875	34,875	34,875	34,875	34,875	34,875	34,875	34,875	34,875	34,875
Overhead	2,083	2,700	4,167	4,248	4,375	4,375	4,375	4,375	4,375	4,375	4,375	6,458	6,975	6,975	6,975	6,975	6,975	6,975	6,975	6,975	6,975	6,975	6,975	6,975
Contractors	8,333	12,991	16,667	16,667	16,667	16,667	12,366	8,333	8,333	8,333	8,333	8,333	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000

Departments - includes overhead	Jan, 2023	Feb, 2023	Mar, 2023	Apr, 2023	May, 2023	Jun, 2023	Jul, 2023	Aug, 2023	Sep, 2023	Oct, 2023	Nov, 2023	Dec, 2023	Jan, 2024	Feb, 2024	Mar, 2024	Apr, 2024	May, 2024	Jun, 2024	Jul, 2024	Aug, 2024	Sep, 2024	Oct, 2024	Nov, 2024	Dec, 2024
Youth Basic Needs	8,333	8,333	8,333	8,333	8,333	8,333	4,032	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Youth Leadership	-	4,658	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000
Fundraising	-	3,082	10,417	10,417	10,417	10,417	10,417	10,417	10,417	10,417	10,417	20,833	22,500	22,500	22,500	22,500	22,500	22,500	22,500	22,500	22,500	22,500	22,500	22,500
G&A	10,417	10,417	10,417	10,822	11,458	11,458	11,458	11,458	11,458	11,458	11,458	11,458	12,375	12,375	12,375	12,375	12,375	12,375	12,375	12,375	12,375	12,375	12,375	12,375
Marketing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Add people below.	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	8%	8%	8%	8%	8%	8%	8%	8%	8%	8%	8%	8%

EMPLOYEE NAME	DEPT	Employee or Contractor	START DATE	END DATE	CURRENT SALARY	SALARY CHANGE DATE	NEW SALARY	1/1/2023	2/1/2023	3/1/2023	4/1/2023	5/1/2023	6/1/2023	7/1/2023	8/1/2023	9/1/2023	10/1/2023	11/1/2023	12/1/2023	1/1/2024	2/1/2024	3/1/2024	4/1/2024	5/1/2024	6/1/2024	7/1/2024	8/1/2024	9/1/2024	10/1/2024	11/1/2024	12/1/2024
Jing Li	Youth Basic Needs	CT	3/1/2017	7/15/2023	$ 100,000			8,333	8,333	8,333	8,333	8,333	8,333	4,032	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sofia	Youth Leadership	CT	2/12/2023		$ 100,000			-	4,658	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000
Leilani	Fundraising	EE	2/20/2023		$ 100,000			-	2,466	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000
Priyanka	G&A	EE	2/15/2015		$ 100,000	4/15/2023	$ 110,000	8,333	8,333	8,333	8,658	9,167	9,167	9,167	9,167	9,167	9,167	9,167	9,167	9,900	9,900	9,900	9,900	9,900	9,900	9,900	9,900	9,900	9,900	9,900	9,900
Amara	Fundraising	EE	12/1/2023		$ 100,000			-	-	-	-	-	-	-	-	-	-	-	8,333	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000
TBD								-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-