**[](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwiChqjZ2OjLAhUDDxoKHc8xCbgQjRwIBw&url=http://www.hgluk.com/brintex/lga/&bvm=bv.117868183,d.ZWU&psig=AFQjCNGa65uhD35ULqsKUH6FgtoLnAg2Kw&ust=1459437013532732)**

**Appendix 1**

Budgeting toolkit for project planning

The following toolkit provides worksheets that can be reproduced and adapted in order to plan and record basic information about the VPRS project.

Local authorities may wish to replicate and enter the relevant data based on all cohorts of resettled refugees that have arrived or are expected as a starting point for internal discussions, or adapt the worksheets for their own use.

It contains the following tables:

**A: Schedule of arrivals**

This table uses a hypothetical scenario for a local authority that has pledged to receive 20 resettled refugees. It provides example arrival dates for the resettled refugees scheduled to arrive in the local authority in two groups.

**B: Reclaimable budget for clients’ year 1**

Continuing the scenario in table A, table B outlines the overall reclaimable budget for supporting 20 resettled refugee clients during their first year living in the local authority area.

**C: Reclaimable budget for clients’**

**years 2 to 5**

Continuing the scenario in table A, table C outlines the overall reclaimable budget for supporting 20 resettled refugee clients during their second to fifth years living in the local authority area.

**D: Budget planning per client for clients’ years 2 to 5**

Table D lists the areas of service provision that have been covered in this guide, so that local authorities can think about how they wish to allocate their per capita VPRS budget for each individual client for each year they will receive support under the VPRS to meet the terms of the FI. It also includes a row for other local priorities that may not be covered by the generic areas of service provision listed.

**E: Budget planning for the whole resettled cohort for clients’ years 2 to 5**

Table E lists the areas of service provision that have been covered in this guide, so that local authorities can think about how they wish to allocate their pooled budget to meet the terms of the FI for this period. This should be based on the allocations per client determined in table D scaled up to reflect total numbers and pooled budget.

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