

Responsible Department

Responsible Department	Person Resp. for coding	Project no in Palette		Examples of Costs
3400 Outreach				Only for statistics. Do not code on 3400!!
3410	Editorial	Joey	20092	Same as before
3420	Communications	Steph	20094	Same as before
3430	Library	Olle	20091	Same as before

3500 Operations

Only for statistics. Do not code on 3500!!

3510	Human Resources	Helena	20098	Recruitment, Travel insurance, Arbetsgiv.verket, System for recruitment, Medication
3510	Human Resources	Helena	20098	Doctor's visits, Preventive Healthcare , Comp. glasses, Relocation costs, Visa costs, Heat training, Staff training, Gifts
3520	Finance	Ulla	20098	Licenses for finance systems; Deloitte, Deltek, Hogia, Accountor, Auditing costs, Banking costs, Postage, Leasing costs coffee machines, Leasing costs furniture, SPV, Trygghetsstiftelsen, Office rent, Company insurance.
3530	IT	Magda	20093	IT related costs, Same as before
3540	Director's Office	Elena & Elin	20098	Travels and costs for; D+DD, Assistant to D, Assistant to DD, Partnerships' manager, Research ass to D.
3550	Governing Board	Elena & Elin	20098	Board + chairman; Travel costs, Honorariums, Board meeting costs, Other costs
3560	Others	Cecilia	20098	Temporarily employed associates
3570	Facilities	Christina	20098	Office costs; Electricity, Heating, Garbage collection, Recycling, Maintenance of building, Cleaning, Heating.
3570	Facilities	Christina	20098	Taxi, Messenger services, Social activities for the whole office, Costs for alarm, Staff fika, Business cards, Dry cleaning and other purchases related to the office.