

COST BENEFIT ANALYSIS WORKSHEET

A **Cost Benefit Analysis** should be completed if **TANGIBLE** benefits to this suggestion are claimed. Please also consider whether this idea will have a negative impact on a location(s) and/or group(s).

Control Number

for staff use only

Calculations need to be based on **FIRST YEAR NET Savings and/or Revenue.**

Completed by: suggester evaluator

A

CURRENT ANNUAL COSTS Current Material & Other Expenses

Description Materials, supplies, equipment, etc.	Unit Cost	x	Quantity	=	Total
		X		=	
		X		=	
		X		=	
A Total Current Annual Costs					\$

B

PROPOSED COST REDUCTION

Description Materials, supplies, equipment, etc.	Unit Cost	x	Quantity	=	Total
		X		=	
		X		=	
		X		=	
B Total Proposed Cost Reduction					\$

Total A ()
- Total B - ()

Total First Year \$ Net Savings

If there are any implementation costs, deduct those from the Net Savings.

Implementation Costs \$ _____
Total Costs \$ _____

Implementation costs for capital expenditures must be amortized over the life of the equipment. Other implementation costs may be amortized over years when savings will continue and are significant. The purpose of amortizing costs is to make an equitable award to the suggester when implementation costs are high.

The Cost of Implementation should be AMORTIZED if appropriate. (check if applicable):

- Amortize TOTAL cost over _____ years.
 Amortize Capital Expense (eg. equipment) cost over _____ years.

C

CURRENT ANNUAL REVENUE Sources of Current Revenues

Description	Annual Revenue
	\$
	\$
	\$
C Total Current Annual Revenue	
	\$

D

PROPOSED ANNUAL REVENUE After implementation of suggestion

Description	Annual Revenue
	\$
	\$
	\$
D Total Proposed Annual Revenue	
	\$

Total D - ()
- Total C - ()

Total First Year \$ Net Revenue

Implementation Costs \$ _____
Total Costs \$ _____

If there are any implementation costs, deduct those from the Net Revenue.

Please contact Productivity Board staff or your Agency Coordinator if you have questions about completing the Cost Benefit Analysis worksheet.