

Team Talent Consulting 2023 - Personal Budget

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ABSTRACT : The main objective of this work is to develop a personal budget in the design of an investment project from scratch. In this way, it was decided to create the company TeamTalent Consulting - Sociedade Unipessoal Lda. and development of the personnel budget for the same. The development of this work was based on fulfilling the assumptions related to Personnel Expenses, from the IAPMEI 6-year Investment Project Assessment Tool, which is attached thereto.

KEYWORDS: budget; personnel expenses; forecast; iapmei

1 - Identification of the idea

This academic work contemplates the personnel budget of the organization TeamTalent Consulting for the years 2023 (year 0), 2024 (year 1), 2025 (year 2), 2026 (year 3 – cruising year), 2027 (year 4) and 2028 (year 5).

2 - Characterization of the company

The company TeamTalent Consulting – Sociedade Unipessoal Lda., with share capital of €5000 and with CAE 78200- activities of temporary work companies, is a talent consulting company and Human Resources solutions, founded in May 2023 and headquartered in the city of da Maia, in the district of Porto. It currently has an internal structure made up of 17 employees who, together, directly find Human Resources solutions adapted to the needs of companies and employees, with the highest level of professionalism and the best contacts in different branches of industry and commercial sectors. As the most important point of interface between supply and demand in the labor market, it knows the needs of its clients and the professional objectives of its candidates. The trust that companies and employees place in TeamTalent Consulting is, for the latter, a source of pride and, above all, a great responsibility, which reflects the commitment assumed by the entire team. TeamTalent Consulting's main mission is to generate value for its clients, providing organizations with consulting solutions suited to each business reality, through the complementarity of its interventions and services and an integrated approach in all areas; presents the vision of providing high quality technical consulting services, becoming a reference of excellence in the activity it develops and obtaining notoriety and recognition from its clients and guaranteeing sustained commercial and business success. In order to pursue its mission, TeamTalent Consulting is guided by values such as focus on the client and results, client satisfaction, excellence in the services provided, enthusiasm and dedication and social responsibility. Currently, this company is considered one of the national leaders in the area, as it transforms the world of work through people passionate about what they do. Despite being recent, TeamTalent Consulting was recognized as one of the best companies to work for in Portugal, winning 11th place in the “Great Place to Work” award.

Presentation of the project and the objectives to be achieved

TeamTalent Consulting has a solid, multidisciplinary and versatile team, made up of 17 employees, which is the starting point for defining the company's growth objectives for the 6 years of the project. In this way, an estimate of growth in terms of human resources was predicted between the years 2023

and 2028. Thus, and based on the company's objectives in terms of increasing competitiveness and attractiveness in the labor market and in the Portuguese business context, it is necessary to grow its human capital, strategically and in line with market needs. For this reason, TeamTalent Consulting's strategy is to gradually increase the number of employees by the year 2028, as shown below.

Position/Function	Year						increase in the number in collaborators by function
	2023	2024	2025	2026	2027	2028	
Management	1	1	2	2	2	3	2
Administrative	3	5	6	9	12	16	13
commercials	2	3	7	8	11	15	13
Operational	0	0	0	0	0	0	0
Others	11	15	18	21	25	29	18
Total	17	30	33	40	50	63	+46

Table 1 Forecast of the number of employees, from TeamTalent Consulting, until 2028

Identification of assumptions

Personnel expenses

Number of employees

Position/function	number of employees	Explanation
Management	1	TeamTalent Consulting is a company founded by a single shareholder, who is the holder of the
		total share capital. This is responsible for planning and controlling the execution of the work of all the company's employees.
Administrative	3	Three employees work in the company with administrative functions, namely a receptionist, whose duties are related to making appointments, transmitting relevant information and guiding the movement of customers and visitors; and two financial administrators, who help with the organization's financial activities.

commercials	2	TeamTalent Consulting employs two Commercial Technicians responsible, above all, for commercial prospecting, preparation of commercial proposals and technical/commercial support to customers and partners.
Operational	0	Taking into account that the organization does not employ employees who carry out their duties in the field, there are no operators in it.
Others	11	<p>The following functions are inserted in this field:</p> <ul style="list-style-type: none"> • Communication and Marketing Technician (1): develops brand management actions, market studies and advertising campaigns, organizes digital marketing campaigns and public relations plans. • Financial Assistant (1): provides general support to financial administrators. • Director's Assistant (1): supports the activities developed by the directors. • Human Resources Manager (1): responsible for managing the organizational climate, developing HR strategies and policies and supporting all department processes. • Human Resources Consultant (5): responsible for diagnosing, strategic planning of action and development of solutions to meet customer needs.
		<ul style="list-style-type: none"> • Responsible for Training and Development (1): organizes and plans training activities for all company employees, controlling and evaluating their effectiveness. • Payroll Specialist (1): processes employee salaries, keeping databases related to salaries and payments up to date.

Table 2 Number of TeamTalent Consulting employees, in 2023

Total base salary

Position/function	Monthly value ¹ (Fixed cost 100%)	Explanation
Management	€3269	Average monthly value earned by the professional category of CEO.
Administrative	€1018.33	Amount obtained by calculating the average monthly remuneration earned by the following professional categories: <ul style="list-style-type: none"> • Receptionist (1): €815/month • Financial Administrative (2): €1120/month
commercials	€1140	Average monthly amount earned by the professional category of Technician Commercial (2).
Others	€1213.18	Amount obtained by calculating the average monthly remuneration earned by the following professional categories: <ul style="list-style-type: none"> • Communication Technician and Marketing (1): 1220€ • Financial Assistant (1): 975€ • Director's Assistant (1): 1030€
		<ul style="list-style-type: none"> • Human Resources Manager (1): €1600 • Human Resources Consultant (5): €1250 • Responsible for Training and Development (1): 1090€ • Specialist Payroll (1): €1150

Table 3 Total base remuneration, in 2023

Total food allowance

Monthly value	Fixed cost	Explanation
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¹Values defined based on the average monthly remuneration currently practiced in the market.

€211.20	100%	The food subsidy is paid by card to all employees, in accordance with the maximum limit defined for exemption from Social Security and IRS.
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Table 4 Total food allowance, in 2023

Other remuneration

Position/function	Monthly value	Fixed cost	Explanation
Management	€190	100%	Like other remunerations, employees will be awarded a childhood voucher in the amount of 150€/month, as this offers tax advantages for both the employee
Administrative	€190	100%	as for the company. It is a benefit that is totally exempt from contributions and taxes and has a tax increase of 40% in terms of IRC. ² Medicare health insurance will also be awarded, in the amount of €10 per month. In addition, employees in these functions will benefit from a
Others	€190	100%	<i>ticket car</i> , of €30, to help subsidize the expenses associated with their travel to the workplace.

²It is assumed that all company employees have at least one child under the age of 7.

commercials	€253	75%	In addition to all the benefits mentioned above, commercials will be awarded a prize of monthly productivity, worth €63.33 (25% variable cost). Since the organization's business is still in the market introduction phase, this prize was awarded to salespeople, bearing in mind that they are responsible for attracting
			prospects. Thus, this prize will be awarded to the 2 commercials whenever, on a monthly basis, each of them reaches the objectives defined in terms of contracts closed with customers.

Table 5 Other staff compensation, in 2023

Other personnel expenses

Spending	Monthly value	Explanation
Training	€102.79	Bearing in mind that the annual 40 hours of training for each employee are guaranteed through training provided internally by the Training and Development, the expenses described here relate to current expenses, namely the materials and equipment necessary for its execution: blue pens (0.50€*16 ³ collaborators = 8€); notebooks (€1.69*16 employees = €27.04) and participation certificates, printed outside the company (€1.50*16 employees

³The number of employees shown excludes the Training and Development Technician, since he is the one who streamlines the training actions.

		= €24).
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		In order to ensure that the Training and Development Technician complies with the minimum number of mandatory annual training hours, it carries out its training externally (€350 per year/8 months = €43.75) ⁴
Hygiene and Safety in Work (HST)	€103.41	TeamTalent Consulting spends an annual amount of €1241 on Hygiene and Safety at Work services, to a specialized company and provider of the same, contracted by it.
Specialized Equipment Individual (PPE)	0€	The use of personal protective equipment is not considered necessary, given the specificities of the company.
Others	€238.10	On a monthly basis, TeamTalent Consulting has expenses associated with the food it provides in its facilities to its employees, namely coffee (159.60 ⁵ €/month), water (€48.50 ⁶ /month) and seasonal fruit (30 ⁷ €/month).

Table 6 Other personnel expenses, in 2023

Other assumptions

- Employers' social charges are subject to normal contributions at the rate of 23.75% in relation to the Governing Bodies and Personnel, and the company does not benefit from any of the benefits provided for by law.
- 1% of each employee's gross salary is earmarked for the cost associated with insurance against accidents at work and occupational diseases, which they are covered by.

HR Manager Profile : At TeamTalent Consulting, the Human Resources team is coordinated by an HR manager, who supports and implements a more flexible management model, adopting a participatory and decentralized management approach to his team, according to which there is a division of responsibilities, a participatory voice, as well as the involvement of all employees in decision-making, thus enjoying all the

⁴It is assumed that the 40 hours of training were spread over (the 8 months) of the year 2023.

⁵One coffee per day will be provided to each employee, over the 22 working days of a month. Assuming that each box of coffee capsules contains 10 uni. and costs €4.20, 38 boxes/month will be needed.

⁶The company has a water dispenser, which employees can use for their own consumption. 3 bottles of water are used monthly, with a unit value of €16.17.

⁷Monthly, the company provides 2 boxes of seasonal fruit, with a unit value of €15.

innovation, autonomy and creativity that comes from the different points of view of the people who make up the company. The Human Resources manager of this organization is characterized by having a broad, strategic vision and a full knowledge of the organization's business, allowing him, in this way, to plan, organize, direct and control strategies that contribute to the achievement of the organization's objectives. In terms of human relations, this manager reveals a high ability to work in a team, excellent interpersonal skills, solid communication skills and a motivating and charismatic leadership, contributing to greater understanding, motivation and adherence on the part of his employees. This professional, as a Human Resources manager at TeamTalent Consulting, seeks to understand and work with the attitudes and behaviors of all individuals, This manager, in addition to his technical skills, which enable him to apply his knowledge, methods and specific techniques to his work, conceptual skills, which allow him to apprehend general and abstract ideas and apply them to concrete situations, also shows a high capacity of adaptation, flexibility, orientation towards results, creativity, initiative and dynamism, which explain the healthy and positive way in which it deals with risk, adversity and changes that are very characteristic of the BANI world⁸that we are currently witnessing.

CONCLUSION

A budget is a management support tool that aims to maximize organizational performance, as it allows companies to forecast the values to be achieved by their activities, estimating revenues and expenses and, in this way, supporting decision-making , based on previously established organizational objectives. In addition to allowing the Human Resources department to have concrete data on the resources used and to set investment targets for the following year, the personnel budget also allows for a reduction in expenses, a more objective and efficient use of the available resources, the projection of new productivity goals and the guarantee that the company is and will continue to comply with labor legislation. All this will serve as a basis for building a competitive company in the market, which optimizes its resources, invests in innovation and new people management solutions. However, this only becomes possible if the preparation of a budget is accompanied by a control of the activities carried out, by comparing current results with those planned, with the aim of ensuring compliance with objectives and the application of corrective actions, if necessary. necessary. In this way, the development of the present work allowed the achievement of the initially proposed objectives, allowing the members of the group to apply all the knowledge acquired during the semester, mainly through the completion of the IAPMEI document, and in this way to assess the profitability of a new investment, supported by fulfilling the assumptions of a personnel budget. This proved to be challenging work, which ended up allowing the group to gain a greater understanding of the extreme importance that a personnel budget has within the scope of a company's annual budget and the role that a Human Resources professional assumes in preparing of them, as it is essential that they are able to predict and calculate expenses and expenses with their human capital, in order to favor the achievement of objectives. In this way, as future Human Resources professionals, we obtained and developed, throughout the work, the necessary tools to execute a complete personnel budget.

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⁸The BANI world is the English acronym used to understand the Brittle (Fragile), Anxious (Anxious), Non linear (Nonlinear) and Incomprehensible (Incomprehensible) world that current society faces.

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