# NPO ANNUAL SURVEY GUIDANCE

# 2023-2026

## For completion of surveys from April 2023

Version 5 – August 2023

**CONTENTS**

## The NPO Annual Survey
### Introduction

Thank you for reading this guidance document. We hope it will support you through the completion of the online survey.

The data we gather through this collection is used to deliver lots of interesting reports, including our Official Statistics (released in October every year), our annual diversity report, and as evidence for how well we are delivering against our Let's Create strategy. More details about how we use the data gathered here can be found in the question overview on P6, or you can email us at NPO.Survey@artscouncil.org.uk.

The survey isn't an advocacy tool so please do complete it as honestly and accurately as you can. We run a thorough validation process after submission, where we will check for outliers, and assess the validity of the returns. Where possible, we will check the data against your previous years submission to look for extreme changes in your data. If this is your first return, it will be used to set your baseline for our validation checks.

All the data you provide is handled and processed under Official Statistics guidelines.

The survey is designed to collect the same data in as consistent a way as possible from all NPOs and IPSOs in the 2023-26 portfolio. This means that some of the language we use may not feel quite appropriate for your organisation, so please complete each section as best fits with your work. There is space at the end of the survey for you to flag any methodology or approach you have taken that you feel we should take into consideration.

We don't intend to change these questions throughout the funding round, meaning you can develop your collection mechanisms early on. However, we will review the survey each year to assess its efficiency and may make some minor changes to wording and so on, as we go. We will not introduce any new questions, so this document will serve you throughout the funding round.

### The Collection

We want to make the process as simple and stress-free as possible, so we have moved part of the collection to a quarterly data upload to our new Audience platform, Illuminate. This is a mandatory submission, and you can find out more about it here. An example of the kind of data you will be asked to submit here is available on the accompanying survey template. Please note, this is an example only but reflects what you should be looking to collect.

The rest of the survey is collected annually using an online portal. It is NOT held on Grantium. You will be asked to provide data from the financial year ending 31st March. The

NPO.Survey@artscouncil.org.uk mailbox will be monitored all the way through if you have any questions around the completion of the survey, or the platform itself.

You will be sent bespoke log-in details for this on 1st April, and the portal will remain open until 30th June. These details will be sent to the primary contact we hold for you on your Grantium record, so it's important that you keep that up to date. The details can be shared within your organisation, so more than one person can work on the survey, but we would advise only having one person working in the portal at a time. Alternatively, you may prefer to have multiple people collate the data on the excel template, and just one person transfer the data into the portal.

We use Qualtrics, an online portal, for submission so that all the data is ordered and formatted consistently. With such a large portfolio we are unable to accept submissions in any other format, so if you send us an excel document or attach anything to Grantium, it will be seen as an incomplete submission.

You can find the excel template, and other supporting documents, on our website here: https://www.artscouncil.org.uk/research-and-data/our-data/our-npos-and-annual-data-survey#section-2

**The Portal**
The survey is held on a platform powered by Qualtrics. It is split into sections, and blocks within that section, and pages within that block.

The questions will follow the order presented here and in the excel document if you work through in a linear fashion. You can, however, enter your data in any order so for example, you may prefer to start with your financial data, then input your international work etc.

Each page within the portal has 3 navigation buttons:

- Save and Continue – this will save your input and move you to the next page.
- Back – this will take you back to the previous page.
- Contents – this will return you to the table of contents.

A page will not be considered complete until you have selected save and continue and fixed any issues that may have been flagged. Validation checks have been built into the survey, so we can address most issues at the point of entry (for example, where totals across tables must be equal).

Once you have completed all the pages in a block, and the system has not flagged any validation issues, the block will be marked with a tick on the contents page. You can still go

back into ticked blocks if you need to amend anything or simply want to check your data before submission.

At the end of the survey there is a confirmation checkbox to verify that you have checked and submitted the information provided and that this has been signed off by your board.

The survey will automatically produce a PDF copy of your responses on submission. We recommend you keep a copy of the data you have prepared, should you need to refer to any information in the future.

Following the survey submission deadline, our analysts review the information received from each organisation. We will query any outliers, unexpected values, or missing information in your submission over the summer.

Please use the contact details form at the end of the survey to provide the best email address for these queries.

### Question overview

Below is a brief outline of the contents of the survey, and the reporting each section is used to deliver.

A full list and details of the questions within each block is available on the excel template, which can be found here: https://www.artscouncil.org.uk/research-and-data/our-data/our-npos-and-annual-data-survey#section-2. The template also includes an example of the data you will be required to submit quarterly through Illuminate.

| SECTION | BLOCKS | QUESTIONS |
|---|---|---|
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## SECTION A – WORKFORCE

This section collects the demographic details of your workforce. It is split into permanent staff, contractual/freelance staff, volunteers, board members and senior leadership. These should be staff who are directly contracted by your organisation, you don't need to collect data on agency or third-party staff.

| Contract Type | Definition |
|---|---|
| Permanent Staff | Staff employed on permanent contracts as at 31st March. Permanent staff who have left the organisation before this date should not be counted regardless of their length of service. Please count staff on fixed term contracts of 52 weeks or more as permanent. |
| Contractual, Freelance, and Commissioned Staff | Provide details of all Contractual, Freelance, and Commissioned Staff who have worked for your organisation for a minimum of 2 weeks, or on at least 5 separate occasions at any point between 1st April and 31st March inclusive. |
| Voluntary | Refers to those who receive no wages or salary, or who receive no more than basic expenses, for example travel costs. This should be for individuals who volunteered for a minimum of 2 weeks, or on at least 5 separate occasions at any point between 1st April and 31st March inclusive. |

The survey asks you to account for each person under a 'role' type. Some staff may have more than one role or have changed roles in the year. Each individual should only be counted once and you should record them based on their position on 31st March. If they had multiple roles on this date, please assign them based on their workload/priorities, and assign them in the same way throughout the survey.

| Role | Definition |
|---|---|
| Specialist staff | Refers to those working within an area of artistic specialism. This includes directors, choreographers, producers, programmers, curators, conservators etc., and includes the artistic/museum director. This category also includes educational, marketing and audience development staff. |
| Managers | Refers to executive or senior management staff, for example |

| | |
|---|---|
| | chief executive, executive director, finance director, chief accountant, general manager, human resources manager and legal advisor. |
| Artists | Refers to artists, dancers, actors, singers, musicians, writers, composers and designers, as well as any other producing artists. |
| Other Staff | Refers to both administrative and technical staff, for example finance, reception, box office or ticketing staff, and lighting or sound technicians. |
| Board/governing body | Refers to elected or appointed members who oversee your organisation's activities. |
| Leadership | This refers to up to 4 of the senior leaders in your organisation. We suggest these to be the Chief Exec, Artistic Director, Executive Director and Chair, but you may wish to include other positions instead. |

The questions asked are the same for each group of people. We do understand that in some cases you may not have this information, or that people have chosen not to disclose. Where a question has not been asked, or a respondent has not made any response at all, this should be recorded as 'not known'. 'Prefer not to say' should be offered to all respondents as a choice.

We understand that for contractual/freelance staff and volunteers this data can be difficult to collect, as individuals may work across multiple organisations, sometimes just for a few hours each time. For that reason, we will now ask you the total number of these people that were contracted in the year 1st April to 31st March, and then for the demographic data of a sample of those people. This sample should be people who held a minimum contract of 2 weeks (full or part time) OR who have worked for you on 5 separate occasions through the year (for example, shift workers).

We are committed to having an accurate picture of the diverse make-up of the annual portfolio. This section includes questions on sex and gender, age, disability, ethnicity, and sexual orientation, as well as socio-economic background and status. This information should be collected through official monitoring or staff surveying, not based on assumptions or informal knowledge.

All the information you provide here will be treated in confidence and only accessed in full by our team of Data Analysts. It will only ever be released in aggregate, or, as part of our open data release, in an anonymised format (e.g., where there are less than 5 people in a category, we will show that as <5 so that no individual is identifiable).

**Questions in this section**

Each block begins by asking if you employ staff of that contract type, and then asks for the total number of full time and part time people. All other questions are totals of full and part time staff combined so this is the only place you need to count them separately.

**Sex and Gender Identity**

*Questions A2, A9, A16, A24 and A30*

We collect information on the sex and gender of the workforce, determined by how an individual identifies. We also ask how many staff identify as a gender different to the sex registered at birth.

These questions take three parts.
Part 1 asks for data on sex:
- Female
- Male
- Intersex
- Prefer not to say
- Not known

Part 2 collects data on gender identity
- Woman
- Man
- Non-binary
- In another way
- Not applicable
- Prefer not to say
- Not known

Part 3 where gender is different to the sex registered at birth:
  Please enter the number of [contract type] staff whose gender identity is different to their sex as registered at birth.
    This box should be a total and should only include staff where this is known.

**Age**

*Questions A3, A10, A17 and A25*

Age should be recorded as at 31<sup>st</sup> March, under the following options:
- 0-19
- 20-34
- 35-49
- 50-64
- 65-74
- 75+
- Prefer Not to Say
- Not Known

**Disability**
*Questions A4, A11, A18, A26 and A30*

We work to the social model of disability. This model was developed by disabled people in the 1970's and states that people are disabled by inaccessible societal structures and environmental barriers.

This question takes two parts:

Part 1 – identification as disabled
- D/deaf and/or disabled person, or have a long-term health condition
- Non-disabled
- Prefer not to say
- Not known

Part 2 – neurodivergent
  This is a total count by role type and should only include staff where this identification is known.

**Ethnicity**
*Questions A5, A12, A19, A27 and A30*

The definitions for ethnicity are based on national standards as set out by the Office for National Statistics. This gives us a comparable dataset that we can map against other sources and population data and run national and area level analysis.

Ethnicity should be recorded as:
  Asian / Asian British
- Indian
- Pakistani
- Bangladeshi
- Chinese

- Any other Asian background

Black / African / Caribbean / Black British
- African
- Caribbean
- Any other Black / African / Caribbean background

Mixed / Multiple ethnic groups
- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed / Multiple ethnic background

White
- English / Welsh / Scottish / Northern Irish / British
- Irish
- Gypsy or Irish Traveller
- Any other White background

Other ethnic groups
- Arab
- Latin American
- Any other ethnic group

PNS/NK
- Prefer Not to Say
- Not Known

## Sexual Orientation
*Questions A6, A13, A20, A28 and A30*

We ask about the sexual orientation of your workforce, using recommended options. We recognise that this list of options is not exhaustive but hope there are enough choices for everyone to feel represented.

The options are:
- Bisexual
- Gay man
- Gay woman/lesbian
- Heterosexual/straight
- Queer
- In another way
- Prefer not to say
- Not known

**Socio-economic background**
*Questions A7, A14, A22, A29 and A30*

Following some trials and extensive research, we have rolled out the monitoring of socio-economic background as a mandatory question to all staff groups. This data is now collected in two parts, asking the same question for both an individual's background, and where their current role sits.

Part 1 of the question asks for the number of staff by occupation of the main/highest income earner in their household at age 14:

- Modern Professional Occupations
  *E.g., Teacher/lecturer, nurse, physiotherapist, social worker, welfare officer, actor, artist, musician, police officer (sergeant or above), software designer*
- Clerical and Intermediate Occupations
  *E.g., secretary, personal assistant, clerical worker, office clerk, call centre agent, nursing auxiliary, nursery nurse*
- Senior Managers and Administrators
  *Usually responsible for planning, organising and co-ordinating work for finance such as finance manages, chief executive etc.*
- Technical and Craft Occupations
  *E.g., motor mechanic, fitter, inspector, plumber, printer, tool maker, electrician, gardener, train driver*
- Semi-Routine Manual and Service Occupations
  *E.g., postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, receptionist, sales assistant*
- Routine Manual and Service Occupations
  *E.g., HGV driver, van driver, cleaner, porter, packer, sewing machinist, messenger, labourer, waiter/waitress, bar staff*
- Middle or Junior Managers
  *E.g., office manager, retail manager, bank manager, restaurant manager, warehouse manager, publican*
- Traditional Professional Occupations
  *E.g., solicitor, accountant, medical practitioner, scientist, civil/mechanical engineer*
- Self-employed
- Short Term Unemployed
  *Claimed Jobseeker's Allowance or earlier unemployment benefit for a year or less.*
- Long Term Unemployed
  *Claimed Jobseeker's Allowance or earlier unemployment benefit for more than a year*

- Retired
- Not applicable
- Don't know – the individual doesn't know/remember
- Prefer not to say
- Other
- No answer given/Question not asked of individual

Part 2 asks which of these categories the respondent's current role best aligns with.

## Volunteer hours
*Question A21*

This is to be entered as a single total figure, rounded to the nearest whole hour, and include all of the hours contributed by all the volunteers involved in the year, even those that did not meet the criteria for diversity monitoring (i.e., those that worked less than 2 weeks, or fewer than 5 separate occasions should have their hours included).

## Leadership
*Question 30*

We ask specifically about the four most senior leaders in your organisation. We suggest these to be the Chief Executive, Artistic Director, Executive Director and Chair. However, we recognise that these roles may not be applicable to all organisations, or that you may not have four people in senior leadership roles.

There is space for you to tell us which alternative positions you have included.

Where an individual works in a 'split role' (ie Chief exec and artistic director) please indicate this in the 'equivalent role' box, so we don't double count anyone.

This question is designed as a Y/N response to the key demographics of Black, Asian or Ethnically Diverse?, Disabled? LGBTQ+?, Female?, alongside the occupation of the main/highest income earner at age 14.

## SECTION B – DEVELOPMENT, SKILLS AND TRAINING

This is a new section, bringing together some of the more miscellaneous pieces of data that we use in our reporting and analysis. It focuses on the structure of your organisation, particularly around training, development and recruitment.

**Sponsorship**
*Questions B1 and B2*

There are two questions about visa sponsorship – the first is a Yes/No question:

- Between 1 April and 31 March did your organisation hold a UK Border Agency (UKBA) Sponsor Licence, enabling it to sponsor migrant workers under the points-based system.

A UKBA licence enables organisations to sponsor migrant workers under the points-based system. Should you answer 'Yes' this will then be followed up with the question below:

- How many certificates of sponsorship did your organisation issue between 1 April and 31 March under the following tiers: Tier 2, Tier 5.

**Training, Skills & Recruitment**
*Questions B3, B4, B5, and B6*

We will ask you how many people have taken part in the following training/up-skilling and work experience schemes. Indicate whether your organisation offered the following schemes between 1 April and 31 March of the reporting year and how many of these led to paid employment within your organisation.

| Paid internships | This refers to paid internships or work placements offering work experience, allied to training that may include in-house programmes devised by the hosting or partner organisation(s). |
|---|---|
| Formal apprenticeships | This refers to on the job training leading to nationally recognised qualifications, usually NVQs, developed by industry and delivered in partnership with further education colleges. The National Apprenticeship Service supports, funds and co-ordinates the delivery of apprenticeships throughout England. |
| Unaccredited apprenticeships | This refers to on the job training that is not linked to nationally recognised qualifications. |
| Work experience | This refers to students in school, further education or higher education working in an organisation alongside staff for short periods of time, usually set up through schools/colleges, local business partnerships or informal contacts. |

If you input any data against apprenticeships in table B3, you will be asked question B3a, Which apprenticeship standards are you working to?

Additional guidance for completion of this question can be found at:

https://www.gov.uk/guidance/search-for-apprenticeship-standards

B4 asks if you have a workforce development plan, by which we mean a plan to support the development and learning of your staff.

B5 asks if you are a Living Wage Employer. More detail on what this means can be found here:

https://www.livingwage.org.uk/accredited-living-wage-employers?

B6 is a table asking about the vacant posts you have as of 31ˢᵗ March. This is to give us a sense of the skills available in the sector, and where there may be specific shortages across the portfolio.

**Accessibility**
*Questions B7, B8, B9, B10 and B11*

The questions in this section are designed to look at how accessible your organisation is for staff, and what barriers there may be that could be removed to open the up to people from all backgrounds.

B7 is a Y/N table asking about types of working patterns your organisation offers to staff:

| Term | Definition |
| --- | --- |
| Annualised Hours | Staff have complete control over their hours and account for these against an annual time quota. |
| Compressed Hours | Staff can work more hours on some days to free up time elsewhere in the week or month. |
| Flexible Start/End Times | Staff may start/finish at a time which suits them providing they meet their daily hour quota (includes Core Hours schemes). |
| Flexible Working Days | Staff may choose their days off rather than stick to a rigid weekday/weekend structure. |
| Job Share/Part-Time Reduction | Staff can reduce their hours by entering a job share where appropriate/possible. |
| Shared Parental Leave | Parental leave can be split/shared between both parents. |
| Remote Working | Staff can work from home or another location outside of your organisation's premises. |

| Time Off in Lieu (TOIL) | Staff can save or bank overtime to take as leave at a later date. |
|---|---|

B8 is a Y/N answer, do you offer quiet spaces/prayer rooms – this space could be used for prayer, or for staff to take a minute away from work.

B9 is a Y/N question and asks about any induction package you may have for new starters. If you answer yes you will be offered a supplementary question, B9a, which asks if this package includes Equality and Diversity training.

B10 is a Y/N question, asking if you carry out an access audit for new starts to assess reasonable adjustments.

B11 is a Y/N table asking about the kinds of accessibility measures you have in place for your audiences:

| Communications | Braille |
|---|---|
| | Large print |
| | Induction loop |
| | Captioning |
| | Audio description |
| | BSL interpreter |
| Physical | Wheelchair access |
| | Accessible toilets |
| | Changing places toilet |
| | Lifts |
| Navigation | Signage |
| | Maps |
| Activity | Relaxed performances |
| | Dementia awareness |
| | Multisensory workshops |

**Residencies**
*Question B12*

If you answer yes at B12 you will be shown a table to complete about the number of residencies that have been completed during the financial year. If a residency began before 1st April, but completed after that date, it should be included here. If a residency is still open on 31st March, it should not be included.

| Residencies for UK creative practitioners | A UK resident is a person living legally within the UK but who may not be a UK citizen. For example, an Australian person working in |
|---|---|

| | |
|---|---|
| | England on a two-year working visa is a UK resident. |
| Residencies for non-UK creative practitioners | Enter the number of residencies for non-UK creative practitioners – for example, when an artist curates a programme of events remotely. |

**Web-based activity**

*Question B13*

If you answer yes at B13, you will be asked to complete a table showing the number of web-based products you made, and the number of engagements with that product. That could be downloads, page visits or interactions. By web-based activity, we mean products that were produced solely for on-line engagement, such as blogs, vlogs, podcasts, games, apps and interactive stories.

## SECTION C – FINANCIAL STATEMENTS

The information you supply in this section should reflect your annual accounting in full, not just that which is related to your Arts Council England funding. However, if your organisation is a subsidiary or is operated by a parent organisation, such as a Local Authority or University, with a separate operational business plan, please only report on the funds utilised by your subsidiary organisation, not the parent.

We collect information on the financial year running between 1st April and 31st March. We report on our activity and investment on that basis. As NPO investment is the most significant funding stream we operate, you must report your data on an April to March basis, regardless of any alternative financial years you may operate.

Each table asks that you provide two sets of figures – one for the financial year just ended, your Actual/Provisional accounts, and one for the previous year from your final statutory accounts. These should be an update to the data you provided last year (where relevant) and are referred to as Statutory accounts.

We recognise that you may not yet have had your most recent accounts signed off and audited at the point of data collection, so we ask that you provide as accurate a return as possible.

**Income**

*Question C1*

This is a table to be completed with your actual/provisional and certified accounts rounded to the nearest £. You'll need to enter something in every box, so please enter £0 where relevant.

Where a row begins with 'of which', this figure must be a derivative of the total above. For example, if you ran two educational activities, one aimed at adults and one aimed at children, and both generated £500 income, we would expect to see the Educational Activity shown as £1,000, and the "*Of which CYP"* figure entered as £500.

| **Earned income** | |
| --- | --- |
| Core activity | Please give the figure for income generated by your core activity. This should include box office receipts; engagement and other fees; entrance charges for exhibitions, screenings, readings and other activities, sales of books and magazines if core activity; and workshop fees etc., where such events form your core activity.<br><br>All income from sales should be entered excluding VAT. |

| | If your organisation's core activity is educational activity, please complete all core income within the educational activity boxes and enter £0 here. |
|---|---|
| Educational activity | Give details of the income generated from educational activity or events, in addition to core activity. Educational activity is about learning skills and techniques and gaining knowledge and appreciation of arts, museums and culture. It can also include using arts and culture to develop in other areas such as personal and social skills or history. |
| *Of educational activity, Children and young people specific* | *Of the figure entered in educational activity, please state how much of this came from activities specifically targeted at children and young people (0-19).* |
| Supplementary activity | Give details of income generated from trading activity, for example catering (excluding VAT), membership schemes, secondary sales, as well as bank interest and any other earned income. |
| *Of total earned, International earned income* | *Of the total amount of earned income, please state how much of this was earned internationally, for example through international touring and ticket sales.* |
| *Of total earned, International inward investment* | *Of the total amount of earned income, please state how much of this came from international investment into your organisation, for example through partnership or collaborative working.* |

| **Arts Council England investment** | |
|---|---|
| NPO funding | Give details of the total NPO funding grant received from Arts Council England. This field should be pre-populated with the figure taken from our records. If this differs from the figure you have, please contact your Relationship Manager. |
| Other Arts Council investment | Give details of any other Arts Council investment received. This could include one-off project grants, development projects, other revenue awards or capital investment, from both Lottery and Grant in Aid sources. |

| Contributed income | |
|---|---|
| Sponsorship | Give details of any sponsorship from business organisations as well as income from corporate member schemes. |
| Fundraising events | Give details of any income generated through specific fundraising events held by your organisation. |
| Trusts | Please include all money received from trusts, foundations, and legacy bequests. |
| Donations – regular giving | Please give details of money received through regular giving. May include membership or friend schemes for which no benefit is received in return. |
| Donations – one off gifts | Include all money received from the public or friends for which no benefit is received in return. |
| *Of total contributed, Gift Aid:* *(Optional, provide only if needed)* | *Of your total contributed income, what was the value of Gift Aid claimed?* *This is the value of Gift Aid claimed in the financial year between 1st April & 31st March. The date of associated donations need not be considered.* |

| Other public investment | |
|---|---|
| Local authority grants | Total investment received from Local Authorities/Local Government. |
| *Of this, capital funding* | *Of the total Local Authority grants, please state how much of this was given for capital purposes.* |
| Other public grants | Include grants from other arts and culture funding bodies, grants from universities or research boards, health trusts, local economic partnerships (LEPs), including revenue and/or development funding. |
| *Of this, capital funding* | *Of the total Other public grants, please state how much of this was given for capital purposes.* |

**Expenditure**

*Questions C2 and C3*

We ask that you complete a simple table in relation to your expenditure. This should include expenditure which has occurred during the last financial year between 1ˢᵗ April and 31ˢᵗ March. Salaries should be proportioned to the most relevant expenditure line. This should include your expenditure rounded to the nearest £, and also an indication of the % of your NPO grant that is included in that row.

For example, you might spend £1000 on your artistic programme, and 10% of that is coming from your NPO funding. This % does not need to be exact, but a rough idea of how you allocate your funding. Your breakdown should, however, total 100%.

As with the income table, there are 3 'of which' lines in the table, relating to your expenditure specifically allocated to children and young people (CYP) where applicable. Again, please assign an 'of which' % to this.

| | |
|---|---|
| Artistic programme or other main activity | Please enter the total costs of your artistic programme or main activity. If your organisation's core activity is education, please complete all core income within the educational activity box and enter £0 here. |
| *Of this – CYP specific* | *Artistic programme expenditure specifically for CYP.* |
| Marketing | Enter the total costs of your marketing activity. |
| *Of this – CYP specific* | *Marketing specifically related to CYP.* |
| Education programme | Enter the total costs of your education programme, where relevant. |
| *Of this – CYP specific* | *Educational expenditure related to CYP.* |
| Overheads | Enter the costs of overheads, such as administration costs (post, telephone, insurance, etc.) and premises costs (rent, heating, lighting, etc). |
| Generating funds | Enter cost of generating funds (for example, costs involved in fundraising programmes and processing donations/legacies). |
| Governance | Enter costs involved in developing your governance strategy and the oversight of your organisation. |

| Other costs | Enter other costs not included above, including irrecoverable VAT. |
|---|---|
| Collections – care and conservation | Enter the separate costs that are directly involved in the care and conservation of collections. (Enter £0 if not applicable). |
| Collections – acquisitions | Enter the separate costs that are involved in the acquisition of collections. (Enter £0 if not applicable). |

C3 asks about the location of your primary administrative functions. For example, if you are a multi-site museum, your HR department may be based in a different location than your accounting function, or you may be a theatre with a separate office building.

We recognise this may not be relevant for all NPOs. If you only use one building for all functions, please just enter that postcode. If some of your staff work from home on these administrative functions, please enter the postcode of your organisation rather than an individual.

**Financial Information**
*Questions C4 and C5*

These questions are simple Y/N responses.

C4 asks if you are a Local Authority run venue and C5 asks if you are a registered charity.

**Balance Sheet**
*Questions C6*

If you select Y at question C6, do you have a balance sheet that sets out your assets and liabilities, you will be taken to Question C6a.
6a is a simple balance sheet and asks for your actual/provisional and statutory/certified figures.

The balance sheet is arranged into four sections:

Fixed Assets
- Intangible Assets
- Land and Buildings
- Tangible Assets (apart from Land and Buildings)
- Investments – Fixed

Current Assets
- Inventory and work-in progress
- Debtors
- Investments – Current
- Cash at bank and in hand

Current Liabilities
- Creditors: amounts falling due within one year

Long-term Liabilities
- Creditors: Amount falling due after more than a year
- Provisions for liabilities and charges
- Defined benefit pension scheme

There are several automated rows in the Balance Sheet. Along with totals for each section, Net Current Assets provides Current Assets less Current Liabilities, and Total Net Assets will calculate the total of Current and Fixed Assets less Current and Long-term Liabilities.

**Analysis of funds**
*Questions C7*

This table again asks for your figures by Actual/Provisional and Statutory/Certified

| | |
|---|---|
| Endowment funds | Endowment funds are restricted assets held to benefit an organisation long-term. The assets can be permanent or expendable and are often held to generate income. |
| Restricted funds | Restricted funds are those funds that are donated or granted for specific purposes stated by the funder, and which must only be expended for these purposes. |
| Unrestricted funds: designated funds | Designated funds are those unrestricted funds that are designated by the organisation itself for a specific purpose and as such the designation can be removed. Where a funder expresses a preference for the use of funds but does not set a requirement, this can also form a designated fund. |
| Unrestricted funds: undesignated funds | Undesignated funds are unrestricted funds that are not designated for a particular expenditure and can be used for any purpose. |
| Current cash balance | The amount of cash you have available in the bank, petty cash, floats, etc. |

**Tax relief & Gift aid**

*Questions C8 and C9*

We know that different organisations account for their tax relief differently. We ask that you include the amount in the tables above as best fits your accounting. So that we can monitor it appropriately, we would ask that you also provide the figure here in isolation (i.e., we will not add these figures into any other totals so there will be no double counting).

If your answer to C8 is Y, you did reclaim tax under a tax relief scheme (and this has been included appropriately in previous tables) you will be given a table to complete. This should again show your actual/provisional data for the year just ended, and your certified/statutory accounts for the previous year.

| | |
|---|---|
| Creative Industries Tax Relief | Please tell us the total value of <u>creative industries</u> tax relief paid in each year. This should not include tax relief claimed/pending but not received. Tax relief relating to activities in previous financial years, but received in this year, should be included. |
| Other Tax Relief | If your organisation has received any other form of tax relief, please provide this here. This should not include tax relief claimed/pending but not received. Tax relief relating to activities in previous financial years, but received in this year, should be included. |

C9 is a Y/N question asking if you claim gift aid on donations. You'll only see this if you have answered yes at C5, you are a registered charity.

## SECTION D – LEARNING & PARTICIPATION

Educational activity is about learning *in* the arts and museums (skills and techniques), *about* the arts and museums (knowledge and appreciation) or *through* the arts and museums (using them to develop in other areas such as personal and social skills or history). We also want to understand the form this work takes, through educational sessions, school or other group organised visits to your organisation, or workshops that you may have run.

**Development**
*Questions D1, D2 and D3*

D1 is a Y/N answer to did you have a written strategy to support your work for, by and/or with Children and Young People aged 0-19 years old?

D2 is a Y/N answer to did you employ a dedicated member of staff to coordinate work for, by and/or with Children and Young People aged 0-19 years old?

D3 is a single figure answer to the question of how many artists did you employ to deliver work for, by and/or with Children and Young People aged 0-19 years old?

**Educational Engagements**
*Questions D4, D5 and D6*

These questions are designed to understand how you are engaging with children and young people, as well as adults in a formal or informal educational settings.

D4 and D5 are tables asking about the types of learning and participation work you have delivered, and who has accessed it. It asks for a breakdown by educational year group. There are also options for 'mixed ages' if you are unsure of the exact year group or it was an open event, and for attendees 20+. Please note this relates specifically to the attendees of the event and should not include any teaching or support staff who attended. D4 is collecting data on physical attendances, D5 is for any online engagements.

| Sessions/Events | Formal/informal learning sessions (for example seminars, talks, lectures). |
|---|---|
| Visits | Arranged visits to an exhibition, specific performance, etc. |
| Workshops | Participatory learning, brainstorming, creating, etc. |

You will then be asked to supply the number of attendees to each session.

Please note this data should also be captured as part of your quarterly audience/activity data submission to Illuminate. As not all NPOs will carry out this type of work, we need to capture additional information on those that do. The attendee numbers, and type of session held should be the same across both returns. We will not add the two sets of data together so there will be no double counting in the reporting.

D6 asks for more detail about the types of educational establishments you have worked with, and how many of these were new relationships in the financial year.

For example, you may have worked with 3 nursery providers. One of these may have been working with you for several years, two may have just engaged in this year. Your total nursery engagements would be 3, of which 2 would be new.

We ask you to report this as on site (the school has come to you) or in school delivery (you have taken the session to them).

D7 asks for the number of engagements you have had with Music Education Hubs (MEHs) and Local Cultural Education Partnerships (LCEPs).

## SECTION E – INTERNATIONAL ENGAGEMENT
*Question E1*

This section asks about your international engagements and collaborations aside from touring. All touring data should be recorded as part of your quarterly reporting in Illuminate.

This question will firstly ask you to select specific activity types which you may have undertaken between 1 April and 31 March. You will also be asked if it is the first time you have undertaken this type of activity.

If you answer yes to any of the options:

- Co-productions/co-commissioning with international partners
- Arranging for UK creative practitioners to work overseas.
- Touring productions/exhibitions (including loans) abroad.
- Activity that has taken place abroad but was not part of a tour.
- Borrowing objects/collections from abroad for exhibitions or long loans in the UK.
- Hosting international creative practitioners in the UK.
- Research with international partners.

You will be taken to a supplementary question, which will ask for detail around whether the work you did was outgoing (export), incoming (import) or both (reciprocal). You will be asked to report this by region. When selecting regions, please group European countries with reciprocal citizens' rights separately from Wider Europe & Central Asia. This includes: **countries in the European Union**, countries within the EEA (Iceland, Norway, Liechtenstein), and Switzerland which is part of the single market. All other country regions are as described by the World Bank, please see this useful **web page for a full list and map.**

If any of the work has been exported, you will be taken to a final table which will ask whether the work was predominantly physical or digital. We recognise this could cover several pieces of work, so please indicate which form the bulk of the work took.

## SECTION F – IPSOs ONLY
*Questions F1, F2 and F3*

These questions will only be displayed if you are funded as an Investment Principle Support Organisation (IPSO).

F1 provides a list of all NPOs in the portfolio and asks you to indicate the types of engagement you have had with each one. This is a Y/N selection against 'delivered training', 'Digital/online work' or 'Physical/in-house work'.

We suggest digital/online work could include delivery of web products or workshops delivered via an online meeting platform etc, where physical/in-house work could involve spending time with the organisation providing support or training.

F2 asks for the same information, but for organisations that are NOT NPOs. This helps us to assess how wide the reach of the IPSO cohort is within the sector, and the kinds of work you are supporting.

F3 asks the same as F2, but around any work you have done with individual creative practitioners/freelancers. You will be required to supply figures.

We recognise that all IPSOs are delivering very different types of work, and that this section may be quite generic, but please complete it as best you can.

## SECTION G – LITERATURE NPOs ONLY
*Questions G1, G2 and G3*

This section is for literature organisations to tell us about publications released in the year.

G1 is a y/n table, asking what types of publications you made in the year, printed, e-books and magazines/journals.

G2 Is a table for you to tell us how many of each product you released, split into new titles, and existing titles. There are sub-questions here, asking how many of the total were also available digitally. You are also asked for the size of the print run, and the number sold.

G3 asks about digital only publications.