



Arts Council England

How to fill in The Finance Template for 2023 to 2026

Investment Programme and Transfer Programme



Easy read booklet

Who we are and what we do



We are **Arts Council England**. We give money to help artists and arts organisations do **creative work** and make art and culture.



Creative work is when you use your imagination to think of new ideas or make new things. You can use your creativity to make arts and culture.



Arts and culture includes

- music.
- dance.
- theatre.
- museums.
- libraries.



One way we help is by giving people and organisations money. This is called **funding**.

What this booklet tells you about



When we give your organisation funding, we set up a **Funding Agreement** with you. It says how much money we will give you and the rules you need to follow.



1 rule says you need to fill in and send us 3 forms every year.

3



The 3 forms are

1. The Financial Template.
2. The Investment Principles Plan.
3. The Activity Plan.



In this booklet we tell you about **The Financial Template** and how to fill it in.

What The Financial Template is



In **The Financial Template** you tell us about your organisation's money.



There are 2 pages in **The Financial Template** for you to fill in

1. **Annual Budget.**
2. **Cashflow Forecast.**



Your **Annual Budget** shows your plans for your total **income** and **expenditure** for the **financial year 2024 to 2025**.



Income is money you make or are given.



Expenditure is money you spend.



For us, the **financial year 2024 to 2025** is 1st April 2024 to 31st March 2025.



Your **Cashflow Forecast** is a plan for the financial year that shows

- how much income you think you will get and where you will get it from for each month.
- how much money you think you will spend and what you think you will spend it on for each month.



[Click this link to see The Financial Template.](#)

What the Annual Budget page looks like

The **Annual Budget** page has 2 parts.

The rows at the bottom give the totals for each column. The form will work these out for you and fill in the boxes.



The part for **Income** is at the top and has a blue background.

The **Income** part of the page looks like this

	Current Period			Year to date			Annual budget	Projection	Notes on Variances	
	Actual	Budget	Variance	Actual	Budget	Variance				
Annual Budget 2023/24										
Arts Council England - NPO/PSO	£	2	£	1	£	-1	£	1	£	-1
Arts Council England - Other	£	2	£	1	£	-1	£	1	£	-1
Contributed income - e.g sponsorship, donations	£	2	£	1	£	-1	£	1	£	-1
DCMS	£	2	£	1	£	-1	£	1	£	-1
Direct Activity income	£	2	£	1	£	-1	£	1	£	-1
Other earned income	£	2	£	1	£	-1	£	1	£	-1
Enter detail here	£	2	£	1	£	-1	£	1	£	-1
Enter detail here	£	2	£	1	£	-1	£	1	£	-1
Enter detail here	£	2	£	1	£	-1	£	1	£	-1
Enter detail here	£	2	£	1	£	-1	£	1	£	-1
Total other earned income (autosum of rows 18-22 above)	£	10	£	5	£	-5	£	5	£	-5
National Lottery Heritage Fund	£	2	£	1	£	-1	£	1	£	-1
Investment income	£	2	£	1	£	-1	£	1	£	-1
Local Authority Income	£	2	£	1	£	-1	£	1	£	-1
Other National Lottery Grants	£	2	£	1	£	-1	£	1	£	-1
Other income sources	£	2	£	1	£	-1	£	1	£	-1
Enter detail here	£	2	£	1	£	-1	£	1	£	-1
Enter detail here	£	2	£	1	£	-1	£	1	£	-1
Enter detail here	£	2	£	1	£	-1	£	1	£	-1
Enter detail here	£	2	£	1	£	-1	£	1	£	-1
Total other income sources (autosum of rows 33-37)	£	10	£	5	£	-5	£	5	£	-5
TOTAL INCOME (autosum of subtotals above)	£	38	£	19	£	-19	£	19	£	-19

You should use these rows to itemise different types of earned income that your organisation generates eg ticket sales, publications etc

You may use these rows to detail any other income your organisation has generated



The part for **Expenditure** is in the middle and has a purple background.

The **Expenditure** part of the page looks like this

STAFF COSTS										
National Insurance	£	2	£	1	£	1	£	1	£	1
Pension	£	2	£	1	£	1	£	1	£	1
Salaries	£	2	£	1	£	1	£	1	£	1
Temporary staff	£	2	£	1	£	1	£	1	£	1
Redundancy costs	£	2	£	1	£	1	£	1	£	1
Other staff costs	£	2	£	1	£	1	£	1	£	1
Enter detail here	£	2	£	1	£	1	£	1	£	1
Enter detail here	£	2	£	1	£	1	£	1	£	1
Enter detail here	£	2	£	1	£	1	£	1	£	1
Enter detail here	£	2	£	1	£	1	£	1	£	1
Total other staff costs (autosum of rows 48-52)	£	10	£	5	£	5	£	5	£	5
TOTAL STAFF COSTS	£	22	£	11	£	11	£	11	£	11
DIRECT ACTIVITY COSTS										
Artistic spend	£	2	£	1	£	1	£	1	£	1
Enter detail here	£	2	£	1	£	1	£	1	£	1
Enter detail here	£	2	£	1	£	1	£	1	£	1
Enter detail here	£	2	£	1	£	1	£	1	£	1
Enter detail here	£	2	£	1	£	1	£	1	£	1
Total artistic spend (autosum of rows 58-62)	£	10	£	5	£	5	£	5	£	5
Programme costs	£	2	£	1	£	1	£	1	£	1
Enter detail here	£	2	£	1	£	1	£	1	£	1
Enter detail here	£	2	£	1	£	1	£	1	£	1
Enter detail here	£	2	£	1	£	1	£	1	£	1
Enter detail here	£	2	£	1	£	1	£	1	£	1
Total programme costs (autosum of rows 64-68)	£	10	£	5	£	5	£	5	£	5
Education and outreach costs	£	2	£	1	£	1	£	1	£	1
Enter detail here	£	2	£	1	£	1	£	1	£	1
Enter detail here	£	2	£	1	£	1	£	1	£	1
Enter detail here	£	2	£	1	£	1	£	1	£	1
Enter detail here	£	2	£	1	£	1	£	1	£	1
Education and outreach costs (autosum of rows 76-79)	£	10	£	5	£	5	£	5	£	5
Other direct activity	£	2	£	1	£	1	£	1	£	1
Enter detail here	£	2	£	1	£	1	£	1	£	1
Enter detail here	£	2	£	1	£	1	£	1	£	1
Enter detail here	£	2	£	1	£	1	£	1	£	1
Enter detail here	£	2	£	1	£	1	£	1	£	1
Total other direct activity costs (autosum of rows 76-80)	£	10	£	5	£	5	£	5	£	5
TOTAL DIRECT ACTIVITY COSTS (autosum of subtotal)	£	40	£	20	£	20	£	20	£	20
OVERHEADS										
Advertising & Promotion	£	2	£	1	£	1	£	1	£	1
Audit & Accountancy	£	2	£	1	£	1	£	1	£	1
Bank Charges	£	2	£	1	£	1	£	1	£	1
Capital expenditure	£	2	£	1	£	1	£	1	£	1
Company development	£	2	£	1	£	1	£	1	£	1
Consultants Fees & Subscriptions	£	2	£	1	£	1	£	1	£	1
Contingencies	£	2	£	1	£	1	£	1	£	1
Corporation tax	£	2	£	1	£	1	£	1	£	1
Depreciation	£	2	£	1	£	1	£	1	£	1
Earned income costs	£	2	£	1	£	1	£	1	£	1
Insurance	£	2	£	1	£	1	£	1	£	1
IT costs	£	2	£	1	£	1	£	1	£	1
Legal & Professional	£	2	£	1	£	1	£	1	£	1
Loan repayments	£	2	£	1	£	1	£	1	£	1
Miscellaneous costs	£	2	£	1	£	1	£	1	£	1
Office equipment purchase	£	2	£	1	£	1	£	1	£	1
Other costs (not elsewhere specified)	£	2	£	1	£	1	£	1	£	1
Other office expenses	£	2	£	1	£	1	£	1	£	1
Plates	£	2	£	1	£	1	£	1	£	1
Rent/Mortgage	£	2	£	1	£	1	£	1	£	1
Research & development	£	2	£	1	£	1	£	1	£	1
Travel	£	2	£	1	£	1	£	1	£	1
Utilities	£	2	£	1	£	1	£	1	£	1
VAT liabilities & irrecoverable VAT	£	2	£	1	£	1	£	1	£	1
Other overheads	£	2	£	1	£	1	£	1	£	1
Enter detail here	£	2	£	1	£	1	£	1	£	1
Enter detail here	£	2	£	1	£	1	£	1	£	1
Enter detail here	£	2	£	1	£	1	£	1	£	1
Enter detail here	£	2	£	1	£	1	£	1	£	1
Total other overheads (autosum of rows 116-119)	£	10	£	4	£	4	£	4	£	4
Total Overheads	£	58	£	28	£	28	£	28	£	28
TOTAL EXPENDITURE	£	120	£	59	£	59	£	59	£	59

COLUMN HEADINGS

Information

TYPE HERE

You cannot type in **grey** boxes. Some are headings. Others are totals. The form will work these out for you and fill in the box.

Yellow boxes give you information. You cannot type in these.

You can type in the **white** boxes.

How to fill in the Annual Budget page

STAFF COSTS	
National Insurance	
Pension	
Salaries	
Temporary staff	
Redundancy costs	
Other staff costs	<i>Enter detail here</i>
	<i>Enter detail here</i>
	<i>Enter detail here</i>
	<i>Enter detail here</i>
<i>Total other staff costs (autosum of rows 48-52)</i>	
TOTAL STAFF COSTS	
DIRECT ACTIVITY COSTS	
Artistic spend	
	<i>Enter detail here</i>
	<i>Enter detail here</i>
	<i>Enter detail here</i>

Use the headings listed to tell us your information.



Use these headings even if you group your income and expenditure in a different way for other forms. Tell us as much information as you can.

<i>Enter detail here</i>	£
<i>Enter detail here</i>	£
<i>Enter detail here</i>	£
<i>Enter detail here</i>	£

There are 4 rows under each heading where you can add extra information.

Other earned income	
	<i>Enter detail here</i>
	<i>Enter detail here</i>
	<i>Enter detail here</i>
	<i>Enter detail here</i>
<i>Total other earned income (autosum of rows 18-22 above)</i>	

For example

- tell us about income from things like tickets sales under **Other earned income**. Use rows 18 to 22 of the **Income** part of the page for this.

DIRECT ACTIVITY COSTS	
Artistic spend	£
<i>Enter detail here</i>	£
<i>Enter detail here</i>	£
<i>Enter detail here</i>	£
<i>Enter detail here</i>	£
<i>Total artistic spend (autosum of rows 58-62)</i>	£

- tell us about expenditure like costs to use a room or to pay **freelancers** under **Artistic spend**. Use rows 58 to 62 of the **Expenditure** part of the page. **Freelancers** are people who work with different organisations.

Notes on Variances

You can explain your income or expenditure in the **Notes on Variances** column.



You might need to tell us about the income and expenditure for your whole organisation. Some of it might not be linked to your activity.



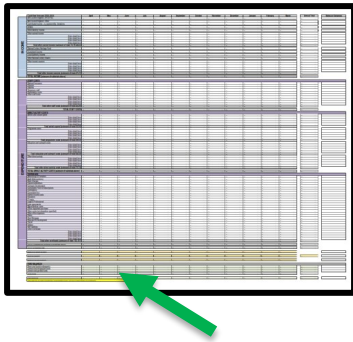
If you work for a University or Local Authority, tell us the budget information only for the part of the organisation that will do the activity.



If you are part of a **consortium**, tell us the budget information only for the activity the consortium will do. A **consortium** is a group of organisations that work together.

What the Cashflow Forecast page looks like

The **Cashflow Forecast** page has 2 parts.

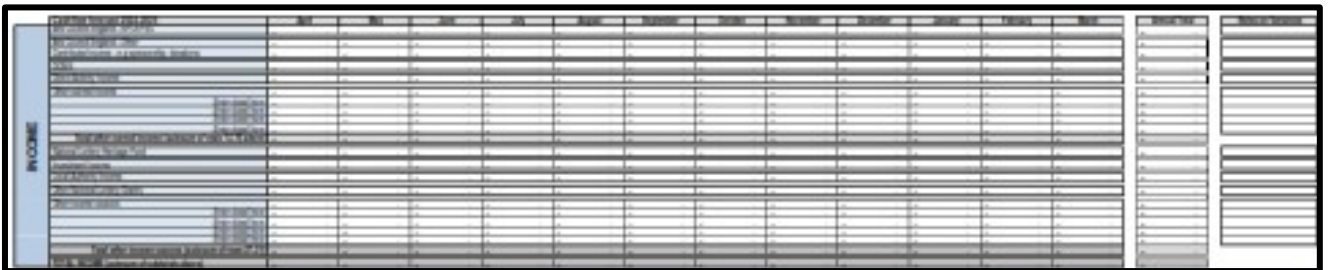


The rows at the bottom give the totals for each column. They have orange and green backgrounds. The form will work out the orange ones for you and fill in the boxes.



The part for **Income** is at the top and has a blue background.

The **Income** part of the page looks like this



The part for **Expenditure** is in the middle and has a purple background.

How to fill in the Cashflow Forecast page



Tell us the income and expenditure you think you will get each month from 1st April 2024 to 31st March 2025. This should link to what you tell us on your **Annual Budget** page.



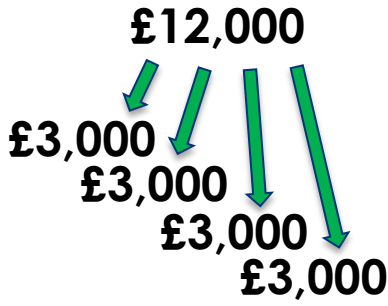
The rows at the bottom will show how much money you think you will have left at the end of each month. This is called your **Balance carried forward**.

Cashflow forecast	
Arts Council England - NPO/IPSO	
Arts Council England - Other	
Contributed income - e.g sponsorship, donations	
DCMS	
Direct Activity Income	
Other earned income	
	<i>Enter detail here</i>
	<i>Enter detail here</i>
	<i>Enter detail here</i>
	<i>Enter detail here</i>
Total other earned income (autosum of rows 12-16 above)	

Use the headings listed to tell us your information.



Use these headings even if you group your income and expenditure in a different way for other forms. Tell us as much information as you can.



For example, you might pay £12,000 each year to use a building. If you will pay the money in 4 parts across the year, type £3,000 in the 4 columns for the months you will pay it.

March	Annual Total	Notes on Variances
-	£ -	
-	£ -	
-	£ -	
-	£ -	
-	£ -	
-	£ -	
-	£ -	
-	£ -	
-	£ -	
-	£ -	
-	£ -	
-	£ -	
-	£ -	
-	£ -	
-	£ -	

On the right of the page there are 2 columns called **Annual Total** and **Notes on Variances**.

March	Annual Total	Notes
-	£ -	
-	£ -	
-	£ -	
-	£ -	
-	£ -	
-	£ -	
-	£ -	
-	£ -	
-	£ -	
-	£ -	
-	£ -	
-	£ -	
-	£ -	
-	£ -	
-	£ -	

The form will work out and fill in the numbers for the **Annual Total** column from the information you type into the other columns.

Notes on Variances

You can explain your income or expenditure in the **Notes on Variances** column.

Type your **balance brought forward for April** into the box that looks like this in the rows at the bottom

TOTAL EXPENDITURE	£ -	£ -	£ -
Balance brought forward	£ -	£ -	£ -
Surplus/(Deficit)	£ -	£ -	£ -



Your **balance brought forward for April** is all the money you think you will have in the bank and in cash at the start of April 2024.

TOTAL EXPENDITURE	£	.	£
Balance brought forward	£	.	£
Surplus/(Deficit)	£	.	£

The box for April is the only orange box you can type in on the form. The form will work out and fill in all the others.

Underneath the **balance carried forward** is a section called **Fund Balances** that looks like this

FUND BALANCES						
Restricted funds/endowments	£	1	£	1	£	1
Unrestricted designated funds	£	1	£	1	£	1
Unrestricted general funds	£	1	£	1	£	1
Total funds	£	3	£	3	£	3



Use these 3 rows to tell us how you aim to use the money from your **balance carried forward** each month.



Row 121 **Restricted Funds / endowments** is money a person or organisation gives you for a certain thing. For example, your building or 1 of your projects. You cannot spend it on anything else.



Row 122 **Unrestricted Designated funds** is money you aim to spend on a certain thing, such as a big project in 2 years time. You can change your plans and spend it on something else.



Row 123 **Unrestricted general funds** is money you can save or spend on daily costs.



If you work for a University or Local Authority, tell us the budget information only for the service our funding will help. For example, a museum.

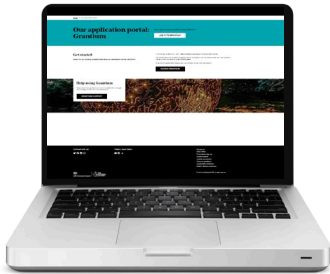


If you work for a library that is not run by the Local Authority, tell us the budget information for your whole organisation.



If you are part of a consortium, tell us budget information only for the activity the consortium will do.

What to do with The Financial Template



When you finish The Financial Template, upload it to our online system on our website called **Grantium**.
[Click this link to go to Grantium](#)



The Financial Template is 1 part of the information you need to send us to get funding in April 2024.



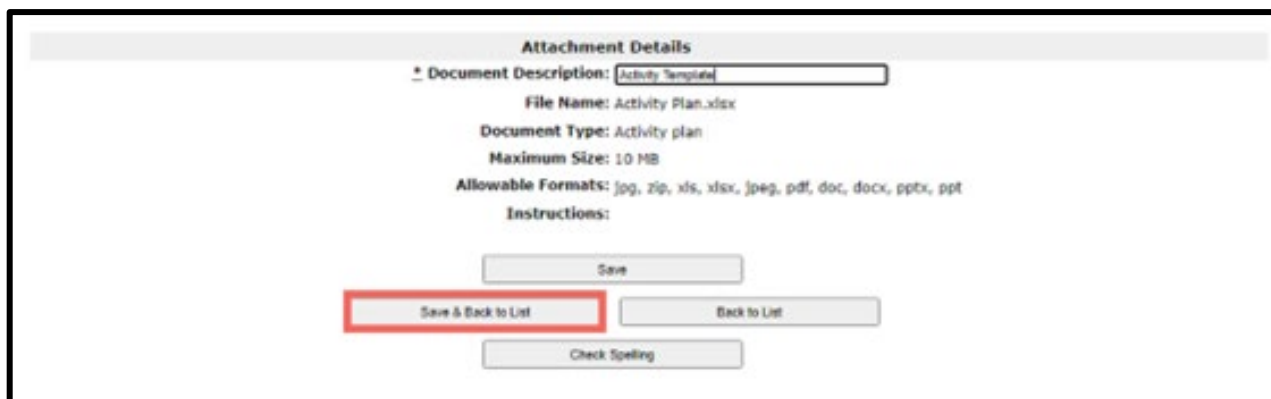
To upload it click on the blue link called **Financial document**.

The Grantium page looks like this

Document Type	Required?	Description	Date attached	Download
1. Activity Plan	Yes	Activity plan		
2. Investment Principles plan	Yes	IP plan		
3. Financial document	Yes	Financials		

This e-Form has been submitted

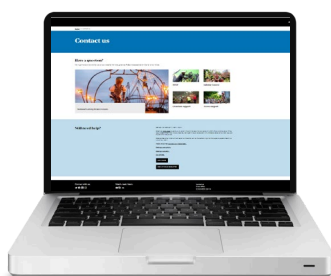
You will then go to a page that looks like this



Click the button that says **Save & Back to List**.



You can then carry on using Grantium to fill in your other forms.



If you need help to use Grantium **click this link to see how you can contact us**.



Thank you to A2i for the words
www.a2i.co.uk (reference 38383a)

The full version of this document is called
**“How to Guide: The Finance Template for
2023-26 Investment Programme and
Transfer Programme 2024/25”**