

Business Monitoring of Arts Portfolio Wales Organisations (APWs) Standard Requirements – Client Information

This document aims to outline the information required by Arts Council of Wales during each year in order to gain information about how your organisation operates and is performing.

Some of the points covered below will trigger revenue payments, and the requirements for each payment will be individually prepared and agreed annually for each APW.

Interaction between Arts Council of Wales and all APWs will be ongoing throughout the year. However, outlined below are the standard monitoring requirements for all APWs. Additional requirements may be added by Officers as considered necessary by either Arts Council of Wales or your Funding Agreement (FA). Any additional conditions or requirements will be identified and agreed as part of the FA or at any point during the year, depending on circumstances.

All electronic information should be sent via e-mail to your lead officer and rfo.monitoring@artscouncilofwales.org.uk

1. Signed Funding Agreement (FA)

To be submitted to Arts Council of Wales by 31st March in order to receive the first payment in April.

2. Signed Award Acceptance

To be submitted to Arts Council of Wales by 31st March in order to receive the first payment in April.

3. Quarterly Management Accounts (by the end of the month following quarter end)

Management accounts are to be submitted quarterly following the criteria below:

In this context, *management accounts* are defined as:

- Income and expenditure accounts (splitting restricted and unrestricted funds where applicable) showing the situation for the quarter and the year to date.

- The Year to Date (YTD) figures should be compared with those in the budgets previously submitted to Arts Council of Wales with significant discrepancies (over 15% differences to budget) explained in a narrative.
- Re-forecast full year figures to the year end should be compared to the original budget.
- The management accounts should be submitted in the following format:

If you wish to submit your financial information in any other format, you must agree this with Arts Council officer before doing so.

Inc/ exp heading	Actual £ for the Quarter	£ Budget for the Quarter	£ Quarterly deviation budget to actual	Actual £ for YTD	£ Budget for YTD	£ YTD deviation Budget to actual	£ Reforecast Year end figures	Reason for deviation
Income headings	X	X	X	X	X	X	X	ABCDEF
INCOME TOTAL	X	X	X	X	X	X	X	ABCDEF
Expenditure headings	Y	Y	Y	Y	Y	Y	Y	ABCDEF
EXPENDITURE TOTAL	Y	Y	Y	Y	Y	Y	Y	ABCDEF
SURPLUS/ DEFICIT	X-Y	X-Y	X-Y	X-Y	X-Y	X-Y	X-Y	ABCDEF
RESERVE B/F	Z	Z	Z	Z	Z	Z	Z	ABCDEF
RESERVE C/F	X-Y+Z	X-Y+Z	X-Y+Z	X-Y+Z	X-Y+Z	X-Y+Z	X-Y+Z	ABCDEF
RECONCILED BANK BAL								

Local Authority reporting templates are available on request.

Timetable for receipt:

For organisations with March/June/Sep/Dec year ends:

Management accounts to:	To be received by	Triggers which payment
31st December	31st Jan	early April (Payment 1)
31st March	30th April	early July (Payment 2)
30th June	31st July	early October (Payment 3)
30th Sep	31st October	early January (Payment 4)

If your organisation does not have a March/June/Sep/Dec year end then the receipt deadline for the Management Accounts will be one month after the end of the quarter to trigger the following Revenue Grant payment. (Actual dates for your organisation will be included within the individual 'APW Payment schedule').

4. Annual Filed Accounts or Equivalent (by the standard Companies House filing deadlines)

If your organisation is registered with Companies House or is a Registered Charity then your final signed accounts (as filed with Charity Commission and/or Companies' House) are to be received by the Information Funding Services Team under the following timetable depending on your year end:

Year end	To be received by end of following	Condition for which payment
March	January	early April (Payment 1)
April	February	early April (Payment 1)
May	March	early April (Payment 1)
June	April	early July (Payment 2)
July	May	early July (Payment 2)
August	June	early July (Payment 2)
September	July	early Oct (Payment 3)
October	August	early Oct (Payment 3)
November	September	early Oct (Payment 3)
December	October	early Jan (Payment 4)
January	November	early Jan (Payment 4)
February	December	early Jan (Payment 4)

If your organisation is not a registered company or charity (for example, if it is Local Authority/University/BBC owned/managed), then you should submit your final, **approved**, year-end accounts for your particular division (not the full Local Authority/University/BBC accounts) following the same timetable as above.

5. Annual Budgets

Submission of Budgets for the Following Year

In these circumstances, '*Budgets*' refers to the following information:

- A month by month breakdown (including a total for the year) of the anticipated income and expenditure of your organisation.
- This should include restricted/unrestricted split where appropriate.
- A running total of the surplus/deficit for the year AND cumulative reserves balance (for restricted and unrestricted) each month.
- It should also include the brought forward balances from the previous year.
- These budgets should include a comparison to the latest year end forecasts for the current year in the first column.
- They should have the same Income and Expenditure headings as the management accounts.

Any significant changes from previous years should be explained

The timetable for receipt is as follows:

Budgets for following year end to:	To be received by end of previous	Condition for which payment
January	December	early April (Payment 1)
February	January	early April (Payment 1)
March	February	early April (Payment 1)
April	March	early July (Payment 2)
May	April	early July (Payment 2)
June	May	early July (Payment 2)
July	June	early Oct (Payment 3)
August	July	early Oct (Payment 3)
September	August	early Oct (Payment 3)
October	September	early Jan (Payment 4)
November	October	early Jan (Payment 4)
December	November	early Jan (Payment 4)

A budget template for Local Authority organisations is available in request.

6. Board Meetings

You should inform and invite the Lead Officer to all Board Meetings and the Officer should attend at least one Board meeting annually during the organisation's financial year. These conditions will be included within your organisation's FA.

Board Papers for all meetings should be circulated to the Lead Officer at least 5 days in advance of the meeting.

The Board should be provided with the same financial information as that provided to Arts Council of Wales.

7. Involvement with Recruitment of Key Staff

Arts Council of Wales Lead Officers should be involved with the recruitment of all key personnel of Arts Portfolio Wales organisations from the job description to interview stage, or at a level considered appropriate by the Lead Officer (depending on circumstances).

8. Business Plans

All organisations are required to review and update their Business Plans on an annual basis. The revised plans will need to be submitted by the date specified in the FA each year and should cover the current year plus the next three financial years.

They should contain high level (main income and expenditure headings) budgets with more detail for the forthcoming financial year.

At the time of submitting the Business Plans, any updated policies should also be included and reviewed.

9. Different Approaches for Different Circumstances

Lead Officers will use the annual APW payment schedule to address particular organisational circumstances and may add in additional requirements.

The document can be used to manage the expectations of both your organisation and Arts Council of Wales.

10. Electronic Filing

- Organisations should submit all information electronically where possible (although hard copies may be accepted if this is not possible and agreed with your Lead Officer).

All electronic information relating to the above should be sent by e-mail to rfo.monitoring@artscouncilofwales.org.uk

Review Date: October 2019