

Guidelines for Classifying Financial Data

These notes are provided as guidelines for items listed in the **Financial Reporting Template**.

Accounting Practices

Administered (Auspiced) Grants

Only show auspiced grants in your income and expenditure if your organisation has full artistic control and management of the project. We understand there is great diversity in the treatment of these grants, so please call us if you are unsure of what to do.

Capital Grants

We have provided space at the bottom of the Expenditure Worksheet for those organisations which amortise capital grants for major capital expenditure such as building refurbishment.

Income

Earned Income

Performance & Audience Sales

Box office and entry fees, contract fees, co-producer fees, exhibition fees, broadcast fees, recording fees
Fees and Services

Workshop/course fees, management fees and services, consultancies and services, education programs, assessment fees, administration & auspicing fees, membership fees

Merchandising & Retail Sales

Publication sales, program and catalogue sales, advertising sales, commissions from sales, sale of recordings, beverage and food sales

Resources Income

Venue hire, workshop and props hire, instruments hire, costume hire, royalties received, licensing income, equipment hire and usage, public access phone income, freight service, photocopying and printing

Sponsorship and Fundraising

Corporate sponsorship, cash sponsorship, fundraising and donations, philanthropic donations.

- Non-cash (contra) sponsorship: only provide information if your organisation puts these items through your accounts or has supporting documentation to validate the value of the sponsorship.
- Gifts and donations includes donations, gifts, bequests where the donor does not receive a material benefit in return. The following payments may not be gifts: purchases of raffle or art union tickets; purchases of chocolates, pens, etc; cost of attending fundraising dinners, even if the cost exceeds the value of the dinner; membership fees - though these may be fundraising contributions.)
- Fundraising includes income from public appeals where there is a material benefit to the donor.

Other Earned Income

Interest received, freight collected, sale of assets, late fees collected, sundry income
Reimbursements and recoveries: reimbursements received, income from settled claims

Grants and Subsidies Received

State – Arts

Arts grants annual, arts grants project, regional arts program

State Other

Such as Health Department, Living Health/Healthways, Lotteries Commission

Australia Council

Grants received Key Organisation, grants received project, mentorships & devolved grants

Other Commonwealth Grants

Such as Playing Australia, Festivals Australia, ATSIC, DoCITA, DFAT

Local Government

Local Government grants

Overseas Grants

Grants Non-Government Sources

Such as Community Gambling Fund, philanthropic foundations.

Cost of Sales

Refer to **Publications, Recordings, Cost of Sales**

Expenditure

Salaries Wages and Fees (people costs)

All wages and/or fees paid to permanent, casual and contracted personnel:

- **Permanent Staff:** wages & salaries, employment expenses
- **Artists and Production Team Fees:** artists, performers, writers, creative personnel, production / technical, wardrobe, bump in/out labour, front of house, tutors (for youth organisations) and/or tuition fees.
- **Contractors and Consultants:** consultants and contractors, speakers' fees, curatorial and editorial fees, bookkeeping and accounting

Creative Personnel/Consultants

Can be the musical director, composer, conductor, artistic director, associate director, director, choreographer, librettist, designer, editor

Production/Technical

May include those who produce a performance, broadcast, publication or recording: including stage management, recording engineers, producers and mechanists

On-Costs

Workers' compensation, superannuation, annual leave costs, long service leave costs, salary packaging expenses, payroll tax, fringe benefits tax

Allowances

Travel allowance, living allowances & per diems, accommodation allowances, childcare allowances, housing allowance

Professional Development

Professional development, seminars & conferences attended

Other Staff Related Costs

Such as staff amenities, other employer expenses, recruitment costs including advertising and agency commissions

Program, Production / Exhibition/ Touring Costs

Venue Costs

Venue hire, beverages and catering, front of house costs, venue security, furniture & fixtures equipment hire, venue cleaning costs, venue repairs and maintenance, rehearsal venue costs, other venue costs

Equipment, Lighting and Audio Visual Costs

Lighting equipment & hire, sound equipment & hire, lighting & sound from venue visual equipment and hire

Scenic, Staging and Materials

Sets, scenic materials, staging equipment & hire

Other Development & Creative Costs

Royalties paid, development costs

Travel, Freight, Bump In/Out Costs

Transportation costs, packing and crating costs, installation costs, demounting costs, bump in/out, consumables

Other Production / Exhibition Costs

Production/exhibition specific insurances, licences, fees and permits, production incidentals

Conferences and Workshops

Mentorship / Professional Development Programs

Community Projects & Programs

Publications / Recordings / Cost of Sales

Includes all costs for journals, magazines and other print media which are sold or distributed to the general public or by subscription, Also includes CD recording costs, Cost of Sales for any items purchased for resale

Industry and Community Advocacy

Meeting expenses, travel, accommodation, catering, staff expenses, other advocacy costs, could include association fees and other memberships, affiliations

Evaluation and Research Costs

Marketing, Promotion & Documentation

Advertising (all media)

Including design and artwork, photography and visuals, agency booking fees

Promotional Materials

Programs, brochures, flyers, posters, displays and signage, program design and artwork, program photography and visuals, programs printing, distribution / mail out costs

Website

Including design, website content, website maintenance, website hosting

Publications

Including newsletters, design and artwork, photography and visuals, film and scans, translations, printing, distribution/mail costs

Documentation Costs

Policy/project documentation, annual report, design and artwork, photography and visuals, translations, printing, distribution/mail costs

Marketing and PR Costs

General marketing, publicist (if out-sourced), sponsorship servicing, ticket printing, comp tickets & discounts, audience development & research, functions, hospitality

Fundraising Expenses

Other Promotions & Marketing Costs

Such as copyright, royalties & licenses (if not event specific), merchandising purchases, point of sale costs, third party charges and fees (such as ticket agency, EFT and merchant fees)

Infrastructure Costs (Administration Overheads)

Office Rent and Running Costs

Includes rent and outgoings, office parking, cleaning and rubbish removal, office security, office relocation costs, rates and taxes, office maintenance, gas, electricity, water

Office Consumables and Resources

Includes office supplies, printing and copying, computer consumables, journals & subscriptions, memberships and affiliations, records and filing costs, software purchases and maintenance, equipment repairs & maintenance, minor equipment purchases (under \$500), equipment rental expense

Communications

Postage, courier, freight paid, telephone, mobile phone costs, isp (internet) costs

Travel

Includes local travel, vehicle hire which is not a direct production or project cost

Insurance

Can include general insurance, public and product liability, directors liability insurance. Does not include workers compensation.

Legal, Finance and Governance Costs

- Governance: board operations and support, board and company planning, membership support costs, AGM and general meetings
- Accounting & Audit Fees: accountancy and financial services, auditor's remuneration
- Company & Legal Fees: legal fees, company fees and returns, business name registrations
- Financial Fees and Charges: bank charges, bank interest charges, leasing interest charges, stamp duty, late fees paid and penalties
- Financial Expenses: disposal of assets (loss), discounts given, discounts taken, bad and doubtful debts, rounding off & adjustments

Depreciation

Can include depreciation of plant & equipment, amortisation expenses

Sundries

Minor and incidental one-off expenses which cannot be classified elsewhere

Operating Surplus/Deficit

Your organisation's operating result for the year before accounting for any extraordinary items and/or transfers to or from reserves.

Abnormals and Allocations

Commonly (large) capital grants (for buildings, refurbishments etc) and related amortisations against such capital. Use this if your organisation shows these items in its annual accounts.