

# Data Dictionary

## Financial Template

Please read this document when completing your Financial Template in Smartygrants.

### What income and expenditure do I need to include in my Financial Template?

Q. Will the income and expenditure be recorded in your annual audited financial statement?

- If the answer is “**Yes**” record it in the Financial Template
- If the answer is “**No**”, call your Client Manager to discuss whether you need to record it in your Financial Template.

## Income

### Operational Grants

Arts Queensland Operational	Your Arts Queensland Organisations Fund grant.
Australia Council Operational funding	Your Australia Council Four Year Funding grant.
Local Government Operational	Funding received from local councils towards your annual program and operations.
Other Commonwealth Operational	Funding received from Commonwealth Government departments and agencies towards your annual program and operations such as Festivals Australia, Department of Communications and the Arts, Department of Foreign Affairs and Trade, Austrade.
Other State Agencies Operational	Funding from other Qld Government departments and agencies (i.e. sources other than Arts Queensland) towards your annual program and operations - such as Department of Premier and Cabinet, Queensland Health, The Department of Science, Information Technology and Innovation, Tourism and Events Queensland.

### Project Grants

Arts Queensland Project	One-off Arts Queensland funding towards specific projects, e.g. Queensland Arts Showcase Program and Playing Queensland funding.
Australia Council Project	One-off Australia Council funding towards specific projects, e.g. Arts Projects Grants, Playing Australia.

Other Qld Government Project	Funding for one-off projects from State Government sources other than Arts Queensland such as Queensland Health, Department of Premier and Cabinet, Department of Science, Information Technology and Innovation, Tourism and Events Queensland, Gambling Community Benefit Fund, etc.
Other Commonwealth Project	Funding for one-off projects from Commonwealth Government (other than the Australia Council) such as Festivals Australia, Department of Communications and the Arts, Department of Foreign Affairs and Trade, Austrade.
Other Project	Funding for one-off projects from sources other than State, Commonwealth and Local Government.
Local Government Project	Funding for one-off projects from local councils.

### Event Income \*

Audience Income – single ticket sales	Includes single tickets, group bookings and entry fees for self-presented shows, events or exhibitions. Does not include subscription ticket sales. Use gross ticket sales if possible. Ticketing costs (e.g. merchant fees, insider charges etc.) should be recorded as a marketing expense.
Audience Income – subscription ticket sales	Subscription ticket sales for self-presented shows, events or exhibitions. Use gross ticket sales if possible. Ticketing costs (e.g. merchant fees, insider charges etc.) should be recorded as a marketing expense.
Performance /Co-producer fees	Fees received to perform or exhibit, including recording and broadcast fees, and orchestra pit-services or income/box office splits received as part of a co-production or venue contract.
Other Event Income	Performance and event-related income including program and merchandising sales, royalties, licensing income.  Do <u>not</u> include the sale of artworks, food and beverage sales (see <i>Retail Sales</i> below).

### Other Activities Income \*

Artwork/Publications Sales	Includes income from the sale of your artworks, artworks sold on behalf of other artists, and publications-for-sale income.  Do <u>not</u> include commission fees you have retained on the sales. This is recorded in <i>Activities and Services Income</i> below.
Activities and Services Income	Income from activities that are not event related. This includes participant fees, workshop fees, dance classes, administration fees, auspicing fees, management fees, consultancy fees, commissions, membership fees.
Resources Income	Income from the use of your physical assets. This includes venue hire, building and office rental income, props and instrument hire, costume hire, equipment hire, public usage income from photocopying etc.

Retail Income	<p>Income from goods sold as part of your business including food and beverage sales, bookshop and gift shop sales from physical or online stores.</p> <p>Do <u>not</u> include merchandising that relates to a performance or event. This is recorded at <i>Other Event Income</i> above.</p> <p>Do <u>not</u> include artworks and publications sold. This is included at <i>Artwork/Publication Sales</i> above.</p>
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**Private Sector Income**

Sponsorship - Cash	<p>Cash received through corporate and private sponsorship.</p> <p>Do <u>not</u> include State Government sponsorship. This is included in Operational Grants or Projects Grants.</p>
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Donations	<p>Donations of any size provided by individuals where the donor does not receive a material benefit in return. Include gifts and bequests here.</p> <p>Do <u>not</u> include income from raffle or art union tickets or food-related fundraising drives. This is included in <i>Fundraising</i> below.</p>
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Foundations	<p>Philanthropic giving, grants and donations provided by community-based organisations, trusts and foundations.</p>
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Fundraising	<p>Income from fundraising appeals where there is a material benefit to the donor, including raffles or art union tickets and income via fundraising events such dinners, charity auctions, and other fundraising drives.</p>
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Sponsorship – In-Kind	<p>In-kind income refers to the dollar value of any goods and services you receive but do not pay for. For example furniture, equipment, materials, venue and office space, professional services (e.g. legal, financial) and technical services etc.</p> <p>You must itemise in-kind goods and services in the notes to your Financial Template.</p> <p>Do <u>not</u> include any Arts Queensland in-kind income. This is included in <i>Arts Queensland In-Kind</i> below.</p> <p>Do <u>not</u> include in-kind income that will not be reported in your audited financial statements. (You can note this income in the comments to the Financial Template instead).</p>
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**Other Income \***

Interest / Investment income	<p>Bank interest, dividends and all income derived from cash investments and shares etc. held by the company.</p> <p>Also, include comprehensive income including Net changes in fair value of available-for-sale financial assets and revaluation of property plant and equipment.</p>
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Sundry and Other income	<p>Sundry and other earned income not included elsewhere such as one-off sales of assets, income received from reimbursements and recoveries.</p>
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**Arts Queensland In-Kind**

Arts Queensland In-Kind	<p>In-kind goods and services (including rental subsidies) provided by Arts Queensland (e.g. Judith Wright Centre of Contemporary Arts, Centre of Contemporary Arts Cairns, Festival House).</p>
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\* Line items in these categories make up your Earned Income.

# Expenses

## Salaries, Wages and Fees

Creative Personnel	Salaries fees and wages for creative personnel such as artistic directors, directors, musical directors, choreographers, lighting, set and costume designers, curators.
Performers/Artists/ Arts Workers	<p>Performers/Artists: salaries, wages and fees specifically associated with appearing in a work, producing an artwork or creating a work of literature, including visual artists, authors, illustrators, writers, composers, conductors, librettists, performers, dancers, actors and musicians.</p> <p>Arts Workers include producers, editors, dramaturgs, youth and community workers and tutors.</p> <p>Do <u>not</u> include permanent ensemble and orchestra costs but do include augmentation and guest artists for ensembles and orchestras.</p>
Production and Technical	Salaries, wages and fees specifically associated with technical and production activity. For example, stage managers, recording engineers, mechanists, production managers, technicians, wardrobe staff, workshop staff, installation and bump in/out labour.
Marketing and Business Development	<p>Salaries, wages and fees specifically associated with marketing, promotion and business development costs including communications, marketing, publicity and audience development staff; corporate partnerships, sponsorship, philanthropy and development staff.</p> <p>Only include box office and ticketing staff if your organisation does not operate a venue. If your company does operate a venue, include box office and ticketing staff in <i>Own Venue Staff</i> below.</p>
Management and Administrative	Salaries, wages and fees specifically associated with management and administrative activities including CEO, executive director, general manager, programming staff, finance staff, administrator, bookkeeper and other staff not included elsewhere.
Own Venue Staff	If your organisation operates a venue, include front-of-house staff, box office staff, duty managers, ushers, bar staff, retail staff, directly employed security staff or cleaners.
Ensemble / Orchestra Wages and Fees	<p>Permanent ensemble and orchestra costs including artists' costs allowances (e.g. ballet shoe allowance, instrument upkeep).</p> <p>Do <u>not</u> include augmentation and guest artists for ensembles and orchestras. This is included at <i>Performers/Artists/Arts Workers</i> above.</p>
Allowances and On-Costs	<p>On-costs: include, for example, workers' compensation, superannuation, annual, long service and sick leave costs, salary packaging expenses, payroll tax, fringe benefits tax, termination payments and other wage-related fees or employment-related overheads.</p> <p>On-costs: also include professional development and training for staff, and costs associated with employment support and staff wellbeing e.g. job support, vocational development, physiotherapy, counselling.</p> <p>Allowances: include travel allowances that are not associated with a production, exhibition or touring. (For event-related travel costs – see <i>Production/Exhibition/Touring</i> below).</p>

## Production / Exhibition / Touring

Production & Exhibition Staging	Direct costs associated with the production of a work, event or exhibition. For example, lighting, sound and visual equipment and hire, display and mounting costs, sets, staging equipment and hire, royalties paid, creative development costs, commissioning costs, costumes and wardrobe costs, other creation costs (e.g. materials).
Other Production & Exhibition	All other expenses not included elsewhere that are directly associated with productions, events and exhibitions. May include collection maintenance and conservation, costume and set maintenance, production and exhibition-specific insurances, licences, fees and permits, production incidentals, contingency, co-presenters' fee.
Travel / Touring	Direct costs associated with presenting or exhibiting outside of your home location. Can include travel, freight and transportation costs, packing and crating costs, installation costs, demounting costs, bump in/out, consumables, travel allowances and per diems.
Venue and Exhibition Space	Venue related costs directly associated with a production, event or exhibition. For example, hire of a theatre, performance space, rehearsal space, build/construction space or exhibition space, front-of-house costs, other event-related venue costs e.g. cleaning fees.

## Other Activities Costs

Cost of Sales	<p>Cost of obtaining goods for resale (or inventory) such as merchandise and books, food and beverage stock. Include share of sales paid directly to artists for artwork and publication sales here.</p> <p>Do not include recording, printing, publishing, manufacturing and distribution costs. This is recorded in <i>Publications and Recordings for Sale</i> below.</p>
Artist Development and Mentorship	<p>Direct costs associated with mentoring and professional skills development of artists. Can include costs of residencies.</p> <p>Do not include professional development costs for your staff. This is recorded in <i>Allowances and On-Costs</i> above.</p>
Community and Other Arts Projects and Programs	<p>Direct costs such as travel and venue costs, project materials. May include consultant fees for project/protocols/engagement strategy.</p> <p>Do not include associated artists' fees. This is recorded in <i>Performers/Artists/Arts Workers</i> above.</p>
Community Education Projects and Programs	<p>Direct costs associated with education programs such as schools programs or workshops. May include costs such as materials, travel and venue costs or consultants' fees to develop project or educational resources.</p> <p>Do not include associated artists' fees. This is recorded in <i>Performers/Artists/Arts Workers</i> above.</p>
Evaluation and Research	Includes both pre- and post-program or project costs associated with evaluation, project development and research that occurs within your organisation.
Publications and Recordings for Sale	<p>Costs associated with producing for-sale items (physical or digital) that are sold or distributed to the general public. Can include recording, printing, publishing, manufacturing and distribution costs.</p> <p>Does not include printed programs. This is recorded in <i>Marketing and Promotional Material</i> below.</p>

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Workshops, Classes and Seminars	Direct costs associated with classes, workshops etc. for external participants. Examples include dance and music classes, theatre or visual arts workshops, writing workshops, seminars and conferences.
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## Marketing & Business Development

Marketing and Promotions	<p>Marketing and Promotions: this includes advertising, promotional materials, general marketing and PR costs, hospitality, brochures, flyers, posters, displays and signage, program design and artwork, program photography and visuals, programs printing, distribution/mail out costs.</p> <p>Selling costs: such as point of sale costs, ticket agency charges and fees, EFT and merchant fees, ticket printing and complimentary ticket costs, agency and booking fees.</p> <p>Website costs: design, content, maintenance, and hosting – if not capitalised.</p> <p>Documentation and reporting costs: photographic and audio-visual documentation, newsletters, annual reports and other publications not for sale.</p>
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Fundraising Expenses	Costs associated with fundraising events including venue hire, catering, cost of goods for fundraising (raffle tickets, goods for raffle).
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Business Development	Costs associated with developing and servicing philanthropic, sponsorship and business opportunities. May include hospitality, private sector income development costs, audience development and research.
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## Infrastructure and Administration

Rent and Running Costs	<p>Includes rent and outgoings specifically related to maintaining an office including parking, cleaning and rubbish removal, security, relocation costs, rates and taxes, maintenance, gas, electricity, water, staff amenities.</p> <p>If operating a performance or exhibition venue include venue security, WH&amp;S costs, furniture and fixtures not being capitalised, equipment hire, venue cleaning costs, venue rubbish removal, venue repairs and maintenance.</p> <p>Do not include security and cleaning/rubbish removal costs that have been captured in <i>Venue and Exhibition</i> costs above.</p>
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Administration	<p>Outgoings related to general operations including office supplies, printing and copying, journals and subscriptions, memberships and affiliations, records and filing, computer consumables, software purchases and maintenance, equipment repairs and maintenance, minor equipment purchases (under \$500), equipment rental, postage, couriers, freight, internet, telephone, local and staff travel, vehicle hire (which is not a direct production or project cost), insurance.</p> <p>Do not include workers compensation. This is recorded in <i>Allowances and On-Costs</i> above.</p>
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Legal, Finance and Governance Costs	<p>Legal: any costs related to legal advice and services.</p> <p>Finance: financial services, bank charges and interest, leasing interest, stamp duty, late fees and penalties, bad and doubtful debts, rounding off/adjustments, accounting and audit fees.</p> <p>Governance: costs of board operations and support, company planning, membership support costs, AGM and general meetings, company fees and returns, business name registrations.</p>
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### Other Infrastructure Expenses

Depreciation and Amortisation	Can include depreciation of property, plant and equipment and motor vehicles, as well as amortisation expenses.
Sundries	Minor and incidental one-off expenses which cannot be classified elsewhere.

### In-kind Expenses ^

Infrastructure and Administration In-kind Expense	Rent, goods and services of the types listed in the <i>Infrastructure and Administration</i> section provided in-kind or pro-bono.
Marketing and Business Development In-Kind Expense	Good and services of the types listed in the <i>Marketing and Business Development</i> section provided in-kind.
Production / Exhibition / Touring In-Kind Expense	Good and services of the types listed in the <i>Production / Exhibition / Touring</i> section provided in-kind.

^ Total *In-Kind Expenses* should equal your *Sponsorship – In-kind* income plus *Arts Queensland In-Kind* income.

## Balance Sheet

### Current Assets

Cash and Cash Equivalents	Includes cheque and bank account(s) including bank overdraft, electronic payments clearing, un-deposited funds, petty cash, cash floats, term deposits and short-term investments that are expected to be converted to cash in next 12 months.
Receivables and Prepayments	Also known as trade debtors. This account shows the gross accounts receivable still owing by debtors to the organisation at the end of the financial period and which are expected to be collected in the next 12 months. Also includes doubtful debts, deposits with suppliers, security bonds paid, agency sales held in trust, accrued income, other debtors.
Inventories	Items held for resale expected to be consumed in the next financial year. Includes fundraising stock, trading stock, publications for sale and client support inventory. May include work in progress being produced, such as materials and supplies awaiting use in the production process.
Other Current Assets	<p>Other financial assets that are available for sale or trading that can be converted into cash within the next 12 months such as securities, investment trusts, managed funds and shares.</p> <p>Other current assets not specifically included in previous rows. May include some prepayments, deposits and bonds.</p>

## Non-Current Assets

Property, Plant & Equipment (Net)	Includes land and buildings, leasehold improvements, movable plant and equipment, IT and office equipment, libraries and educational resources, musical instruments, art collections, costumes, scenery sets and production properties, furniture and fixtures and motor vehicles LESS the accumulated depreciation for each asset class.
Other Non-Current Assets	Other non-current assets not specifically included in previous items which may include biological assets and long-term assets to be sold but not in the next 12 months, including long-term receivables and prepayments.
Long-Term Investments	Includes any long-term investments, e.g. securities or shares in listed and unlisted companies not expected to be realised in the next 12 months. Each year, the list is reviewed and investments expected to be sold within the next 12 months should be moved to <i>Current Assets</i> .
Intangibles (Net)	Includes intangibles purchased (not internally generated) e.g. bespoke computer software, goodwill, distribution rights, intellectual property, licences, patents and trademarks LESS accumulated amortisation.

## Current Liabilities

Current Trade Creditors and Other Payables	Includes accounts payable. Also known as trade creditors. Accrued expenses such as auditors fees, unpaid salaries, unpaid electricity, unpaid telephone at year end, tax and other withholdings such as GST, FBT, PAYG withholdings, superannuation.
Grants in Advance	Grants received in advance, and unexpended grants.
Other Current Liabilities	Other current liabilities not specifically included in other items and payable within 12 months. This includes funds held in trust for a third party to be passed onto a different recipient than your organisation - such as DGR trust funds, auspiced grants and income, unexpended auspiced grants, deposits collected.
Current Employee Benefits	Employee benefits that may be payable within the next 12 months including provision for annual leave, provision for long service leave, provision for personal/carer's leave, and salary sacrifice.
Current Interest-Bearing Loans and Borrowings	Short-term interest-bearing loans and borrowings from banks and other sources due and payable within the next 12 months such as bank loans, unsecured bank overdraft, current financial lease liabilities (but not office rental lease), credit cards, hire purchase or lease agreements due within the next 12 months.
Current Income in Advance	Any revenue or income that relates to future reporting periods such as earned income received in advance, membership fees in advance, subscriptions in advance, sponsorship received in advance, box office income in advance.

## Non-Current Liabilities

Non-Current Interest-Bearing Loans and Borrowings	The long-term components (i.e. more than 12 months in the future) of long-term borrowing, hire purchase agreements, vehicle lease agreements, lease liabilities, bank loans, directors' loans.
Non-Current Employee Benefits	Refers to all employee-related long-term provisions e.g. long service leave that has been accumulated by employees and is not expected to be paid within the next 12 months.
Other Non-Current Liabilities	Any other liabilities that are not expected to be discharged in the next 12 months and that are not specifically listed in other items.

## Equity

Retained Earnings	When entering retained surplus/(deficit) it should match the following: prior year retained surplus/deficit plus or minus the current year operating surplus/deficit plus or minus any abnormal items.
Asset Revaluation or Asset Impairment Reserve	The asset revaluation reserve is used to revalue certain non-current assets, such as land and buildings. The amounts in the reserve are generally the difference between the asset's cost and its market (or current) value.
Restricted / Designated Reserves	<p>Restricted or designated reserves is essentially any amount of money specifically set aside by the organisation for future purposes such as the capital profits reserve, building maintenance reserve, endowment/bequests reserve, instruments reserve, sinking fund, IT reserve, reserves incentive scheme etc.</p> <p>Your organisation may also have a Capital Grant Reserve for grants received by the organisation for capital purchase and subsequently adjusted for yearly depreciation.</p>
General Reserves	Other reserves which have been accumulated but are not restricted or designated for a specific purpose.
Contributed Equity	Includes any contributions made by members to establish the organisation. Ongoing member fees should not be included — they are treated as revenue.

## Documents for Upload

Current Balance Sheet	Your balance sheet as at the end of last month.
YTD Profit and Loss	Your profit and loss statement for the year to date, showing actuals to the end of last month. This can be taken directly from your in-house finance system.
Current Year Cash Flow	A month-by-month cash flow showing actuals to the end of last month and forecast to end of the year.
Next Year's Cash Flow	Your 12-month forecasted cash flow (on a month-by-month basis) for next year.
Last Year's Audited Financials	Audited financial statements, signed by the board and auditor.

For sample cash flow templates, please see Arts Acumen at <http://www.arts.qld.gov.au/arts-acumen/resources/business-planning>