

The Community Asset Transfer Diagnostic

Finance and Funding



In these documents, we use trustee to describe the group of people legally responsible for the organisation. You may call this group of people trustees, management committee members or another name

Where possible it is important that this document is completed by a number of people involved in your building, usually trustees, but not always. Please answer all questions as fully as possible, but if you are not sure of how to respond to any question just leave it blank.

This document will form the basis of further work and support from the Open Doors Consortium. Combined with the responses from the other two questionnaires (related to your building and your activities) this will give a full picture of how you might proceed with the options around Community Asset Transfer and the type of support your organisation will need.

Please make a note below of the people who have been involved in completing this questionnaire:

	Your notes and evidence	We know we need help with this
1. We have a bank account <input type="checkbox"/> a) Yes <input type="checkbox"/> b) No		<input type="checkbox"/>
2. We have a system for handling cash <input type="checkbox"/> a) Yes <input type="checkbox"/> b) No		<input type="checkbox"/>

3. We have a system for paying regular bills

- a) Yes
- b) Yes, but there are problems
- c) No

4. We have a system for recording income and expenditure

- a) Yes
- b) Yes, but there are problems
- c) No

5. We have a budget

- a) Yes
- b) No

6. Trustees get reports of income and expenditure against budget

- a) Monthly
- b) Quarterly
- c) Never

7. We have cash reserves

- a) None
- b) Less than £5,000
- c) More than £5,000

8. We have a business plan

- a) Yes, regularly reviewed and updated
- b) Yes, but out of date
- c) No

9. We have a number of significant different sources of income (eg room hire, tenants, grants)

- a) 1
- b) 2-3
- c) 4 or more

Please give some detail

10. What percentage of our income is at risk (i.e. likely to be withdrawn, come to an end) in the next 12 months

- a) More than 50%
- b) 20 – 50%
- c) Less than 20%

11. Currently our income covers

- a) 100% of our costs
- b) 70-100% of our costs
- c) Less than 70% of costs

12. Room hire by groups is an important source of our income

- a) Yes
- b) No

13. Excluding any staff costs, the utility costs of this building are:

- a) More than 50% of annual expenditure
- b) 30 to 50% of annual expenditure
- c) Less than 30% of annual expenditure
- d) Don't know

<p>14. Our rooms are booked</p> <p><input type="checkbox"/> a) 70% or more of available time</p> <p><input type="checkbox"/> b) 40-70% of available time</p> <p><input type="checkbox"/> c) Less than 40% of available time</p>		<input type="checkbox"/>
<p>15. Our room hire charges are reviewed</p> <p><input type="checkbox"/> a) Annually when setting budget</p> <p><input type="checkbox"/> b) Less frequently</p> <p><input type="checkbox"/> c) Can't remember when last reviewed</p>		<input type="checkbox"/>
<p>16. Our system for managing room bookings</p> <p><input type="checkbox"/> a) works well</p> <p><input type="checkbox"/> b) Is OK</p> <p><input type="checkbox"/> c) Doesn't work well</p>		<input type="checkbox"/>
<p>17. Anchor tenants/office rental (tenants who have sole use of room/s) are an important source of our income</p> <p><input type="checkbox"/> a) Yes</p> <p><input type="checkbox"/> b) No</p>		<input type="checkbox"/>
<p>18. We have tenants for</p> <p><input type="checkbox"/> a) 70-100% of the space</p> <p><input type="checkbox"/> b) 40-70% of the space</p> <p><input type="checkbox"/> c) Less than 40% of the space</p>		<input type="checkbox"/>
<p>19. Our rents are reviewed</p> <p><input type="checkbox"/> a) Annually when setting budget</p> <p><input type="checkbox"/> b) Less frequently</p> <p><input type="checkbox"/> c) Can't remember when last reviewed</p>		<input type="checkbox"/>

20. Our other income sources

- a) Do not cover their costs
- b) Break even
- c) Earn more than their direct costs

21. Our pricing policy is reviewed

- a) Annually when setting budget
- b) Less frequently
- c) Can't remember when last reviewed

22. Our plans to earn more income are

- a) We already run at a surplus
- b) We have discussed the options and have firm plans
- c) We have discussed the options but are not clear how to proceed
- d) We have not yet discussed the options

23. Our plans to reduce costs are

- a) We already run at a surplus
- b) We have discussed the options and have firm plans
- c) We have discussed the options but are not clear how to proceed
- d) We have not yet discussed the options

The Open Doors Consortium is made up of the following organisations:

Ouseburn Trust, Newcastle CVS, Sustainable Enterprise Solutions CIC,

Locality and Boxx Consultants

Supported by Newcastle City Council



EUROPEAN UNION
Investing in Your Future
European Regional
Development Fund 2007-13