



USER GUIDE
FINANCE DATA ENTRY AND CHECKS

Step 1: Navigate to the finance data upload page



From the site 'list' page, select the 'Finance' button on the right-hand side.

Home / Data Entry / List

List

This is the list of all leisure centres linked to the user account with their operators, local authorities and DataHub and NLRF status.

Active Partnership	Local Authority	Operator	Management Type	Site Name	DataHub	NLRF	CLRF	Filled Survey 1 Count	Filled Survey 2 Count	£ Finance	Participation	£ Finance Last Month	Participation Last Month	Data Check	Actions
Demo CSP 66112	Demo La 7239	Demo Operator 2	Commercial Management	Demo Site 63157470	👍	👍	👎	-	-	-	-	-	-	👎	site passport £ finance participation
Demo CSP 66112	Demo La 7239	Demo Operator 2	Commercial Management	Demo Site 56265481	👍	👍	👎	-	-	-	-	-	-	👎	site passport £ finance participation
TOTALS								0	0	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)	0	

Showing 1 to 2 of 2 entries


Previous 1 Next

Step 2: Download the data entry template

Select the 'Download template' button. This will download an excel sheet called 'finance_template'

This data entry page enables operators and local authorities to add the income and expenditure figures for their leisure centres with relevant breakdowns. If the site is integrated into the Data-hub, the monthly figures will automatically appear in the table at the end of each month. If the site is not integrated into the Data-hub, then the user can download the template from below, enter the figures and upload back into the platform. Please be aware that the template upload would overwrite all data already in the platform for the past months.

Finance Template

Download template 

File
Select file

You may only upload the .xlsx template.

Warning
Please check the following entries based on the rules defined below.

Income less than £0
Health and Fitness: Apr-20, Jul-20, Jan-21, Feb-21
Other indoor activities: Apr-20, May-20, Aug-20, Feb-21
Outdoor activities: Apr-20
Swimming - Lessons: Apr-20, Aug-20, Feb-21
Swimming - other: Feb-21

Expenditure more than £0
Management Costs: Jun-20, Nov-20
Repairs and Maintenance: Jan-20
Utilities: Apr-21, Sep-21

Staffing

Category	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Select
Monthly Average of Staff Hours	462.05	160.00	245.00	3,690.00	3,945.00	5,675.00	6,025.00	6,628.00	6,481.00	6,713.00	0.00	0.00	<input type="checkbox"/>
	462	160	245	3,690	3,945	5,675	6,025	6,628	6,481	6,713	0	0	

Showing 1 to 1 of 1 entries

Income

Category	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Select
Health and Fitness	-107.00	-903.00	0.00	35,758.38	42,638.82	55,423.10	54,174.14	15.00	62,833.81	76,163.55	72,989.88	63,282.89	<input type="checkbox"/>
Swimming - Lessons	891.00	-150.00	0.00	16,628.31	24,645.10	31,023.95	32,286.07	33,196.30	36,048.59	38,229.65	42,279.58	37,832.11	<input type="checkbox"/>
Swimming - other	412.00	-19.00	0.00	14,716.41	26,579.94	28,874.34	28,256.44	33,280.44	30,223.56	33,941.25	32,005.42	22,461.95	<input type="checkbox"/>
Other indoor activities	362.00	-39.00	0.00	650.00	1,011.91	1,351.12	1,466.05	1,417.37	1,713.75	2,039.00	8,278.10	1,068.46	<input type="checkbox"/>
Outdoor activities	440.00	0.00	0.00	11,701.09	239.70	39.95	10,457.40	59.60	797.05	696.85	218.75	119.85	<input type="checkbox"/>
Other income	46,899.00	54,455.00	0.00	2,344.35	966.42	369.32	349.59	193.88	14,511.32	18,595.46	17,260.30	12,633.50	<input type="checkbox"/>
TOTALS	48,897	53,344	0	81,799	96,082	117,082	126,990	68,163	146,128	169,666	173,032	137,399	TOTALS

Step 3: Fill in the finance template



Site Name									
Local Authority									
Leisure Provider									
Actual or Forecast Period	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Period	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
Non-Financial Data	#	#	#	#	#	#	#	#	#
Staffing:									
Monthly Average of Staff Hours									
Financial Data	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Income:									
Health and Fitness									
Swimming - Lessons									
Swimming - other									
Other indoor activities									
Outdoor activities									
Other income									
Total income	-	-	-	-	-	-	-	-	-
Eligible Expenditure:									
Staffing									
Utilities									
Repairs and Maintenance									
Equipment									
Management Costs									
Cost of Sales									
Other expenditure									
Total Expenditure	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) before additional items	-	-	-	-	-	-	-	-	-
Central Services Recharges									
Management Fee payment from local authority to leisure provider									
(Surplus) payment to local authority from leisure provider									
PPP/PFI contract payments									
Surplus/(Deficit)	-	-	-	-	-	-	-	-	-
Funding:	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
NLRF payment to leisure provider									
Additional local authority funding to leisure provider									

Open the 'Income and Expenditure' tab and enter the relevant data in the template.

Make sure all historical months are filled in when uploading the template as any previous data uploaded will be overwritten.


Tip: Check the 'Definitions' tab if you are unsure on what a term means

Step 4: Upload the completed template in Moving Communities

Select your completed finance template and click the 'upload' button.

This data entry page enables operators and local authorities to add the income and expenditure figures for their leisure centres with relevant breakdowns. If the site is integrated into the Data-hub, the monthly figures will automatically appear in the table at the end of each month. If the site is not integrated into the Data-hub, then the user can download the template from below, enter the figures and upload back into the platform. Please be aware that the template upload would overwrite all data already in the platform for the past months.

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Staffing

Search: 10

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Showing 1 to 1 of 1 entries

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Step 5: Check your finance figures



Check this page to ensure your finance data is correct and up to date. This shows your selected sites finances by month, broken down into income and expenditure.

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Tip: Data is checked when it is uploaded - anything that doesn't look right is highlighted in the blue warning box on the right-hand side

Tip: If you see something that doesn't look quite right, contact support@datahubclub.com who will be able to assist