RIBA Business Benchmarking 2017

Filling in your Benchmarking Survey - Guidance Notes

RIBA BENCHMARKING SURVEY 2017

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When to fill in the Survey

Please complete the survey questionnaire as soon as you can.
The deadline for submission is: 31 July 2017.
Please complete all sections, and 'submit' your return, by this date.

How to fill in the Survey

The survey is to be completed online, via your log-in at the RIBA's Benchmarking website, www.ribabenchmark.com

Getting Started

You may need to consult the following before starting to complete the survey:
- The list of survey questions (at the end of this guidance)
- Your previous years' submissions
- Tax return – personal or partnership
- Management Accounts
- Annual Accounts or Financial Statements prepared by your accountant
- Staff salary information
- Practice records on jobs worked on during the year

Preparing information

IMPORTANT: We ask that you provide accurate information so that this survey is a benefit to RIBA Chartered Practices as a whole.

BUT: Please do not spend hours calculating figures. Where you don't have easy access to information – for example, the proportion of your practice's work by client type or building type – please provide an estimate or your "best guess".

Please provide financial statistics sourced from your latest Audited Accounts or Management Accounts, whichever is most recent and relevant.

IMPORTANT: All figures excluding VAT

Completing the questionnaire

Please complete the questionnaire online. We have split the questions into six sections. As you go through the survey a tick will appear on the left hand side of the screen when you have completed a section.

Entering data

IMPORTANT: Please enter whole numbers only; do not include any commas, spaces, full stops or '£' signs.

Please enter figures to the nearest pound, ignoring pence (excluding VAT).

Some figures will be automatically totalled (e.g. individual items of expenditure; fee revenue from different types of work). Where this occurs, the 'total' box is shaded in grey on the survey form.

If you are entering information as percentages the total should add to 100 per cent. A red warning will flash if the sum of the figures is not 100%, in which case we ask that you check your entries.

As you go through the questionnaire, notes and definitions can be accessed by clicking the "i" icon.

Most questions are 'compulsory'; you need to respond - even if the response is "zero" or "no" - before you can 'complete' that section. However, the survey learns from the answers you provide to previous questions, so if you say you have zero members of a particular type of staff category, you will not be asked about that staff category again in subsequent questions.

Submitting the survey

Once all six sections have been completed (and ticked) you will be invited to submit your survey.

IMPORTANT: Click the green button "submit survey" to submit your final survey.

BUT: You will be able to make changes even if you have 'submitted' your survey up to the survey closing date, 31 July 2017.

The Survey Questions

Here is a list of the main questions asked, to show you what information we require. Some practices may wish to circulate this document asking staff to complete certain questions. Please answer these questions using the online survey questionnaire.

BACKGROUND
Number of separate offices within the UK
Number of separate offices you are submitting on behalf of in this survey and their Chartered Practice Numbers (CPN).
Number of offices outside the UK, and location by continent
Legal status of practice
Registered for VAT

STAFF NUMBERS
Number of full-time equivalent staff in UK offices, for each of 11 staff categories
•   male and female staff
•   staff and freelance/contract staff

PRACTICE REVENUE & FINANCES
 All figures excluding VAT

Total revenue
Revenue from non fee-earning sources
Revenue from work on projects based outside the UK
Break-down of revenue (percentages), UK / outside UK split (will total 100%), for each of the following:
•   type of work
•   sector of work
•   type of client
•   type of service

Profits before tax
Expenditure
Break-down of expenditure
Dividends paid

SALARIES & EARNINGS
Average salary and value of fringe benefits, for each of 11 staff categories
Average earnings for Partners, Directors and Sole Principals - to include share of profit or dividends over 12 months

BUSINESS POLICY
Mainly yes/no answers to business questions, including business plans, cash flow forecasts, practice business policies

PRACTICE WORK
Whether your practice offers, and has received fees for, a number of work areas
(yes/no questions)
Number of projects worked on in past year
Number of clients worked for
Size of projects worked on
Location of projects worked on
Number of new projects bid for in past year
Outcome of these bids

Changes to standards and enforcement procedures from 1 January 2017

There have been some changes to our standards and enforcement procedures of
the accreditation criteria, to ensure that practices continue to meet the standards
set, providing quality assurance and consumer protection to clients, as an accredited
RIBA Chartered Practice.

The changes will mean that, if a practice is unable to continue to meet the
accreditation criteria, support will be given to ensure that a practice re-establishes
compliance within 3 months. However, if after re-establishing compliance a practice
fails to meet the eligibility criteria within the course of the following registration year,
they will be suspended from the scheme for one full subscription year.

Further information

If you require further information or assistance, please contact:

email: benchmarking@riba.org

Interact with the Benchmarking data at:
www.ribabenchmark.com

RIBA
Architecture.com