



YORKSHIRE FESTIVAL 2014

GUIDANCE NOTES FOR REPORTING

There will be four reporting periods. Reporting should be completed and delivered to the Yorkshire Festival 2014 team at the end of each period:

Reporting Period One ending 31st January 2014

Reporting Period Two ending 31st March 2014

Reporting Period Three ending 31st May 2014

Reporting Period Four ending 31st August 2014

If for any reason delivery of these reports is delayed or expected to be delayed please inform the Yorkshire Festival 2014 team immediately.

1. Brief Overview and Status of the Event Planning Since the Previous Report

- Please give a brief indication of how you are moving forward with preparations for the Event. Please be concise and aim for no more than 150 words.

2. Action Plan Milestones & Delivery Dates Due in the Previous Reporting Period

- Milestones reported against should align directly with the agreed Milestones in the original Delivery Plan.
- Please list all Milestones for delivery within the previous reporting period with completion dates and provide evidence of their completion.
- If there are any deviations from the agreed Milestone achievements, please provide an adequate explanation.
- If you have not been able to meet a Milestone or think you are unlikely to meet a Milestone, please let us know as soon as possible.
- Funding claims which cannot demonstrate completion of relevant Milestones are non compliant with the terms of our agreement and therefore may not be paid.
- The Milestone Status should be based on the following criteria
 - **Red:** Milestone missed / forecast to be late.
 - **Amber:** Milestone at risk of not delivering to planned date.
 - **Green:** Milestone on target to deliver to planned date.
 - **Blue:** Complete, Milestone has been delivered.

3. Action Plan Milestones & Delivery Dates Due in the Coming Period

- Please complete using guidance as per section 2, focusing on milestones due for delivery in the coming period.

4. Budget & Cashflow

- Please provide a financial report showing the budgeted and actual expenditure for the Event and any budget revisions for each period showing any variances to the project budget with comments to support.
- Please append a full financial breakdown for the Event for the previous reporting



YORKSHIRE FESTIVAL 2014

period with each report (for the full duration of the project (Event)) which should:

- A) Disclose variances to budget (by each period, indicating which are due to timing differences)
- B) Identify all sources of third party income/funding, showing clearly which amounts are received.
- C) Show clearly, and comment upon, any net-over or under utilization of the cash installment for the previous period.
- D) Be signed by the Director of the Company.
- Please attach to the Reporting Template Form.

5. Risk Register Update

- Using the Risk Register Template provided, please give an overview of any risks or issues that are likely to affect or are affecting the delivery of the Event.
- The Risk Status should be based on the following criteria
 - **Red:** Significant possible danger of occurrence of risk; ensure on routine basis that steps to prevent this are as complete as practicable.
 - **Amber:** Some continuing risk, well managed, keep under close review.
 - **Green:** Little danger, keep under review.

6. Authorisation

- Please ensure that your report is signed off by your agreed signatory prior to sending to the Yorkshire Festival 2014.
- Please send your report on the 15th of the month after the end of each reporting period to Jenny Rose jrose@yorkshire.com

Appendices:

Yorkshire Festival Reporting Template

Yorkshire Festival Risk Register Template