

## Supporting document for English UK member survey

This document will help you prepare for the English UK member survey by outlining the required information and documents. If precise figures aren't available, please provide your best estimates. For assistance, contact Luke Dorman at [luke.dorman@pragmatixadvisory.com](mailto:luke.dorman@pragmatixadvisory.com).

### Key materials

- Profit and loss (P&L) statements
- Annual financial reports
- Payroll and HR records
- Accommodation expenditure records.

### Key sections and information needed

#### 2. *Turnover*

- Documents: Profit and Loss (P&L) Statement, Annual Financial Report.
- Key data:
  - o Total turnover.
  - o Total profits (EBITDA).
  - o Total grants or subsidies received.

#### 3. *Staff*

- Documents: HR and payroll records, workforce statistics.
- Key data:
  - o Annual staff salary bill.
  - o Total number of full-time equivalent (FTE) employees.
  - o Employee breakdown by role (e.g., teachers, admin) and contract type (permanent/temporary).
  - o Working hours (full-time/part-time categories).
  - o Remuneration by employee type and total staff costs.

#### 4. *Tax and other expenditures*

- Refer to financial records to provide accurate figures for:
  - o Corporation tax.
  - o Business rates.
  - o VAT (net of refunds).
  - o Expenditure on property.
  - o Expenditure on teaching and development.