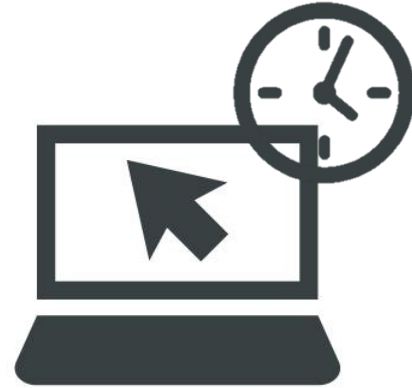


Welcome to:

Presenting figures effectively

A bit about me...

... and a bit about logistics



Question panel

How can we talk?



By the end of the session you will be able to...

- Know the importance of audience when presenting figures effectively
- Structure and format tables to improve clarity and impact
- Present numbers, graphs and slides more effectively
- Understand some best practice formatting



Who is the audience?



What do they want
to know?



What do you want them
to know?

How can we best achieve it?

Tables?

Text?

Graphs?

Presentation?

Reports?

Terrible tables?

Type of expenditure	September actuals £000s	YTD actuals £000s	September budget £000s	YTD budget £000s
Utilities	54.3	365.4	54.1	364.8
Travel	36.8	183.2	35.5	185.3
Salaries	143.2	903.2	145.3	899.0
Stationery	13.1	75.4	13.0	76.1
Other	1.6	7.8	1.5	8.0
Total	249.0	1535.0	249.4	1533.2

What have we changed?

Expense (000s)	September		Variance	Year to date		Variance
	Actual	Budget		Actual	Budget	
Salaries	143.2	145.3	(1.4%)	903.2	899.0	0.5%
Utilities	54.3	54.1	0.4%	365.4	364.8	0.2%
Travel	36.8	35.5	3.7%	183.2	185.2	(1.1%)
Stationery	13.1	13.0	0.8%	75.4	76.1	(0.9%)
Other	1.6	1.5	6.7%	7.8	8.0	(2.5%)
Total	249.0	249.4		1,535.0	1,533.2	

What have we changed?

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	Actual	Budget		Actual	Budget	
Salaries	143.2	145.3	(1.4%)	903.2	899.0	0.5%
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What have we changed?

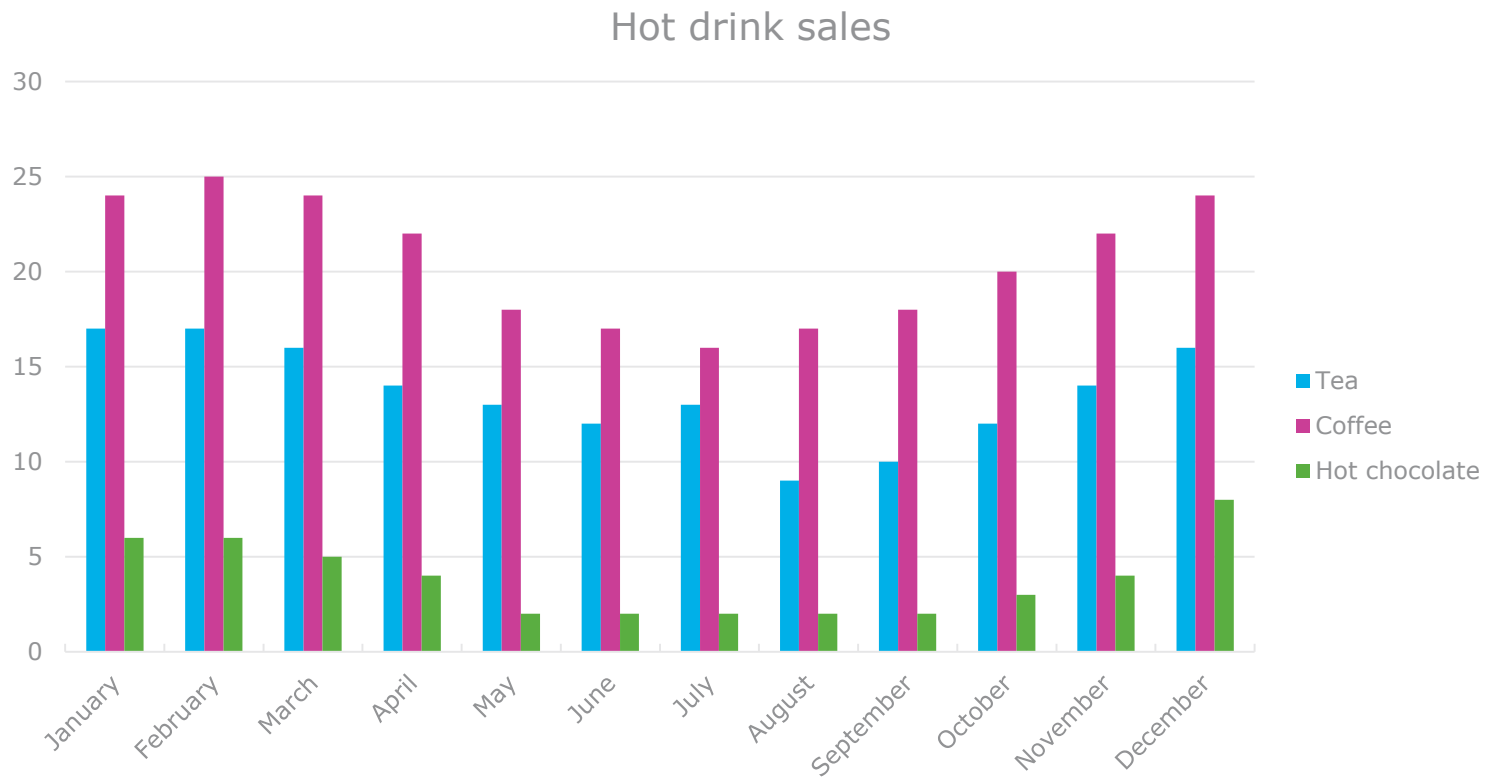
Spend close to budget

Analysis of September spend

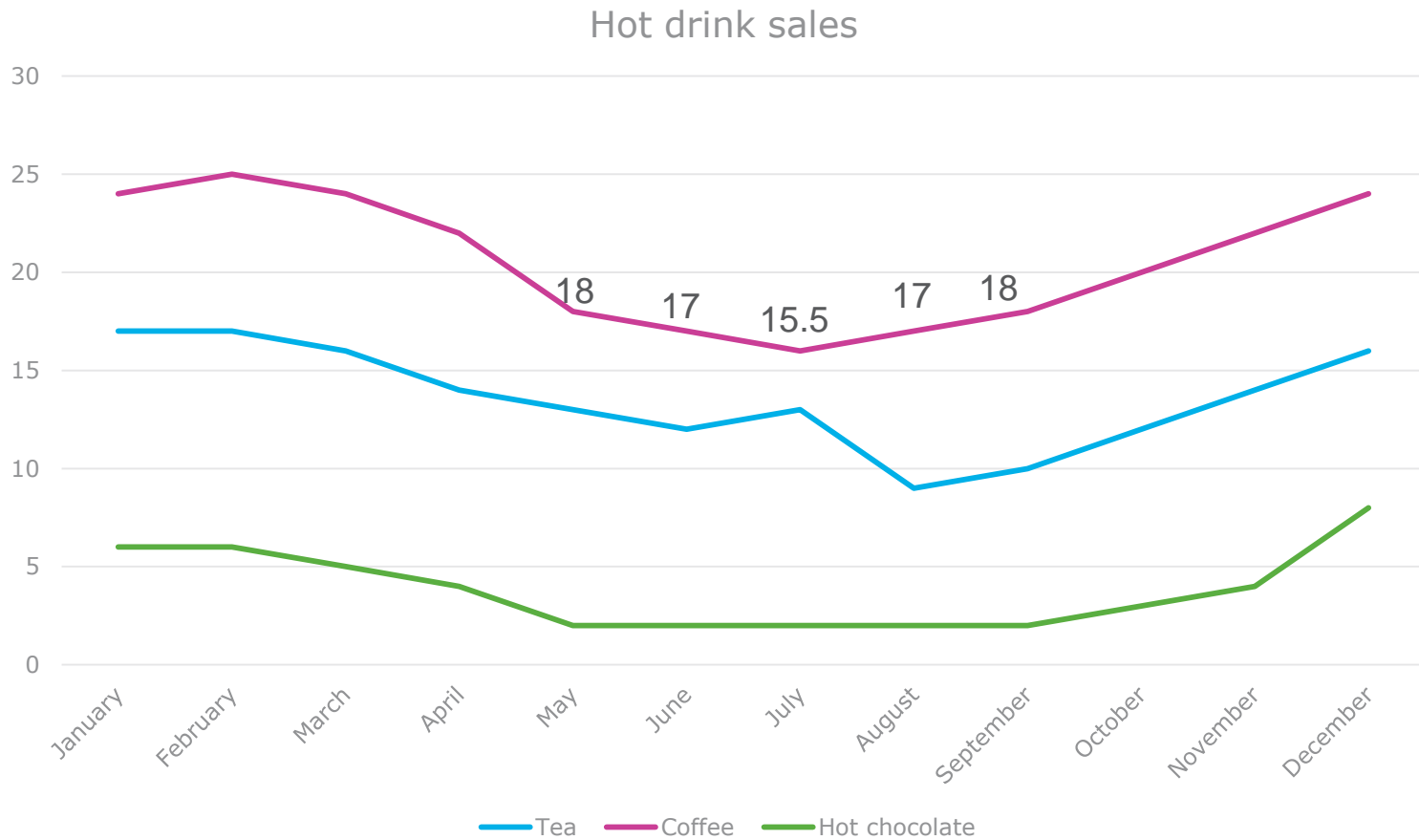
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Total	249.0	249.4		1,535.0	1,533.2	

What is your favourite
type of graph?

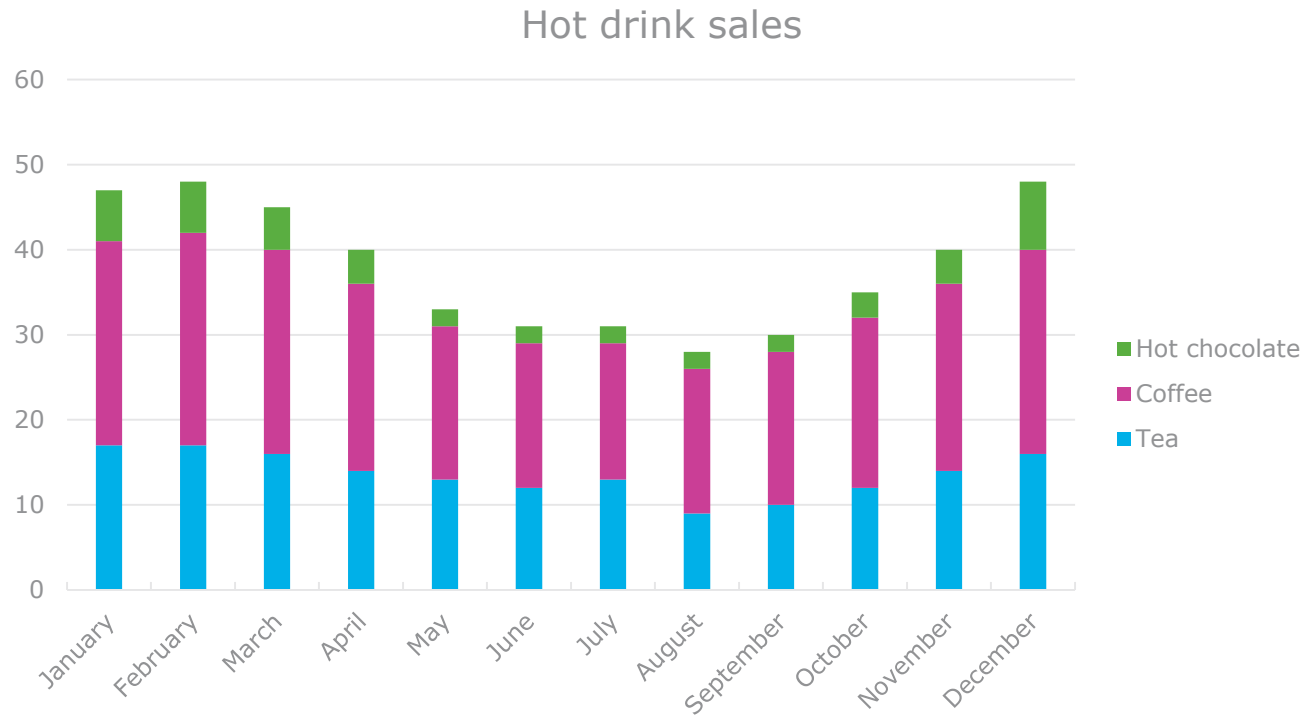
Cluster bar charts



...better as a line graph?

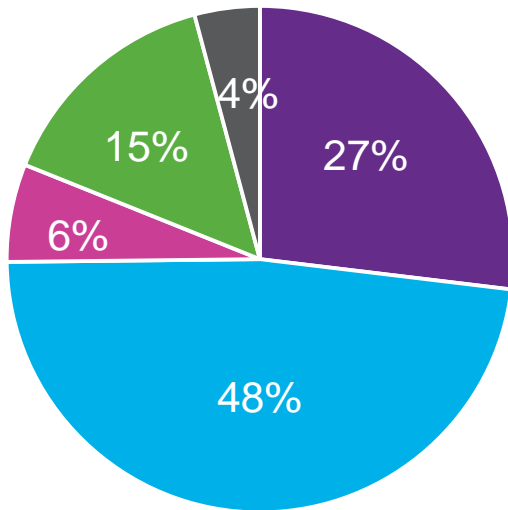


Stacked bar charts



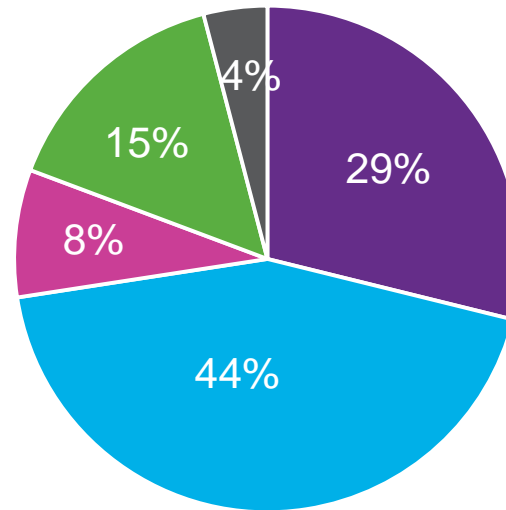
Pie charts

Sales 2014



■ Tea ■ Coffee ■ Hot chocolate ■ Cold drinks ■ Beer

Sales 2015



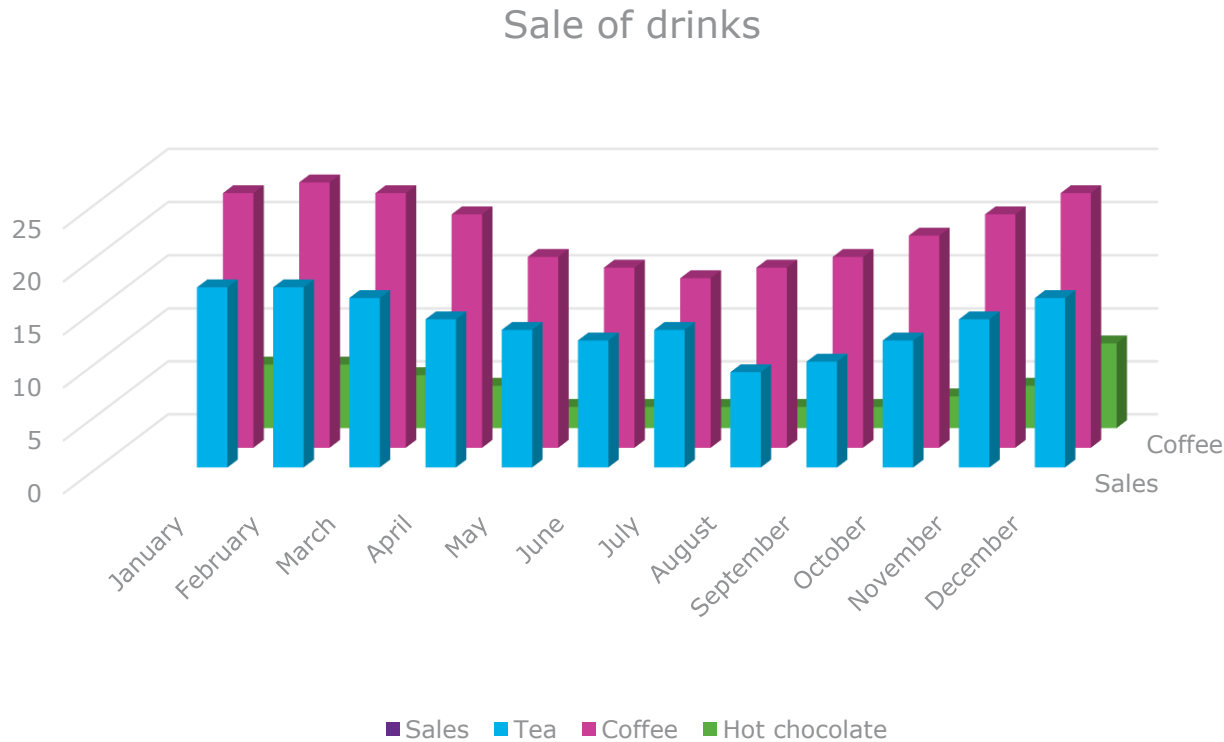
■ Tea ■ Coffee ■ Hot chocolate ■ Cold drinks ■ Beer

...an alternative

Sale of drinks

	2014	2015	Variance
Tea	155	163	5%
Coffee	276	247	(11%)
Hot chocolate	36	46	28%
Cold drinks	85	86	1%
Beer	24	23	(4%)
Total	576	565	(2%)

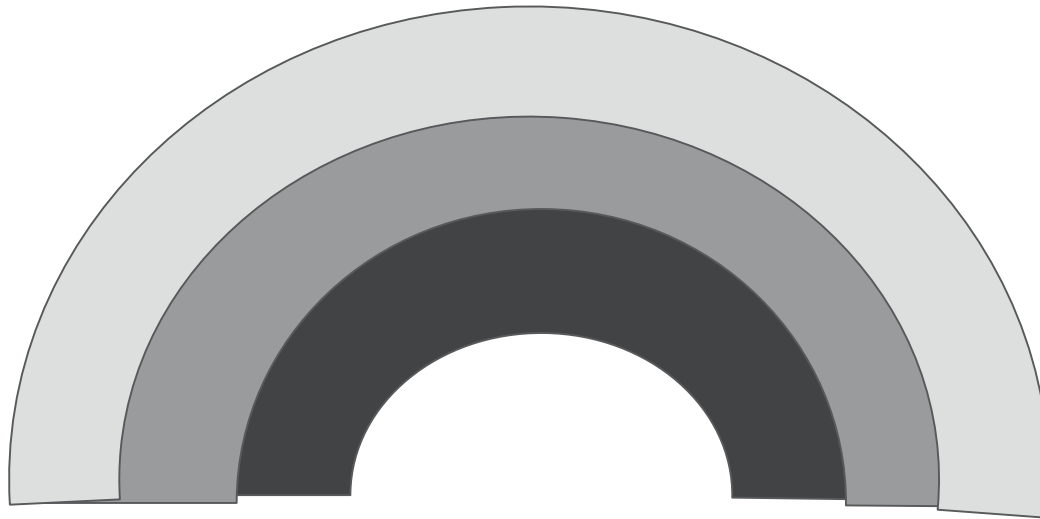
What about 3D graphs?



How much have rents increase?



A bit about colour



RED

GREEN

YELLOW

Some best practice formatting...

- Leave white space
- Avoid heavy gridlines
- Keep labels to a minimum
- Use sans serif fonts
- Keep things simple
- Keep tables and graphs near relevant text

Would you write...

£432,236,465.50

£432.2m

Would you write...

There are four categories...

or

There are 4 categories...

There are twelve categories...

or

There are 12 categories...

...and a few thoughts on slides

Business rates income is affected by the following:-

- The business rates multiplier is increased by the RPI inflation in the September prior to the financial year, unless capped by the Government in their Autumn Statement which has occurred for 2014/15 and 2015/16.
- Rating values are subject to appeals from businesses that may result in reductions and refunds going back previous financial years.
- A provision must be made not only for existing outstanding appeals but also for future possible appeals.
- New properties or changes to existing properties.
- Businesses closing and properties becoming empty.
- In January prior to the new financial year, an estimate must be made of any surplus or deficit for the current financial year. This estimated surplus or deficit is then distributed in the next financial year.

...and a few thoughts on slides

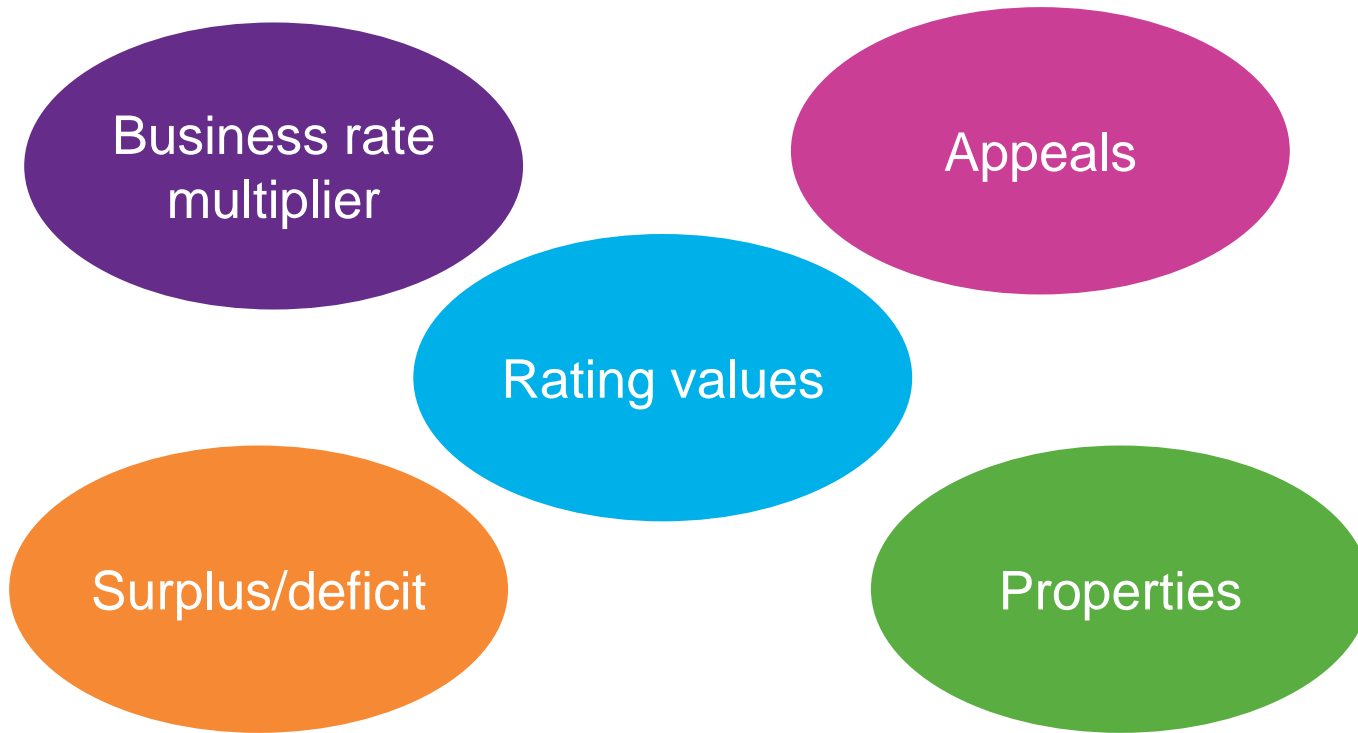
Business rates income is affected by the following:-

- Business rates multiplier - increased by the RPI inflation
- Rating values subject to appeals
- Provision must be made for existing outstanding and future possible appeals
- New properties or changes to existing properties.
- Businesses closing and properties becoming empty.
- Estimate made of any surplus/deficit for the current financial year, distributed in the next financial year.

Business rates income is affected by...

Business rates multiplier	Increased by the RPI inflation in Sept prior to the FY, unless capped by the Government as in 2014/15 and 2015/16.
Rating values	Subject to appeals that may result in reductions and refunds going back previous financial years.
Appeals	Needed for existing outstanding appeals, also for future possible appeals.
Properties	New properties, changing to existing properties, properties becoming empty
Surplus/deficit for FY	Made in Jan. Estimated surplus/deficit the distributed in next FY

Business rates income is affected by...



Now you are able to...

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Contact us



CIPFA Business

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