



**Association of
Independent
Museums**

Helping Heritage
Organisations Prosper

AIM E-News 11 03 20

CORONAVIRUS (COVID-19)

We recognise that members are currently facing an uncertain and potentially challenging time due to the Coronavirus outbreak.

The primary concern is to ensure the well-being of our members, their staff, volunteers and visitors. *Medical advice for individuals and workplaces* below highlights related links for the latest guidance.

In addition, we have drawn together useful business continuity advice from members and partners to help support your organisation and prevent short-term challenges impacting the longer term.

AIM is also working with partners across the sector on advocacy issues relating to e.g. funding flexibility.

MEDICAL ADVICE FOR INDIVIDUALS AND ORGANISATIONS

The [NHS Coronavirus pages](#) contain the very latest advice and guidance, including preventative measures and responses to common questions.

Public Health England have produced useful [guidance for workplaces](#) looking to advise their staff in relation to coronavirus.

VOLUNTARY SECTOR BODIES URGE CHANCELLOR TO SUPPORT NON-PROFITS DURING THE CORONAVIRUS OUTBREAK

AIM has co-signed [a letter written to the Chancellor](#) seeking reassurances around the implementation of support for non-profit organisations during the current Coronavirus outbreak.

Requesting additional support including the establishment of emergency funds, short term tax waivers or deferments to ease cash flow challenges and the inclusion of charities in any economic stimulus packages, the letter coordinated by AIM partners Charity Finance Group (CFG) was sent to the Treasury prior to today's budget.

[Read the letter here.](#)

SUPPORTING YOUR ORGANISATION

What can you do to mitigate the organisational impact of Coronavirus? AIM has consulted with a range of members and partners on the collation of business continuity advice.

A PRACTICAL GUIDE FOR CHARITY FINANCE PROFESSIONALS

AIM partners, Charity Finance Group (CFG) have put together [a practical guide for charity finance professionals](#) covering business continuity planning, cashflow management and insurance.

[Read the resources](#)

BUSINESS RESILIENCE CHECKLIST

Are you facing immediate issues? The following checklist may help members consider their current situation and plan for not just the present, but any challenging times.

1. Make sure your Board is fully aware of your situation and any foreseen challenges, early.
2. Keep communications open – ensure your staff, volunteers and any trade union are appraised of the situation.
3. Prepare a worst-case scenario cash flow and update it regularly. Depending on the financial stresses in your organisation, consider updating it weekly.
4. Have an early conversation with your bank to see what support it might provide – overdraft facilities, for example.
5. Talk to any significant grant providers (e.g. ACE, your Local Authority) early. See if grants can be paid earlier than planned but remember to have regard to cash flow later.
6. Talk with your most significant creditors and see what can be done to stage or even delay payments.
7. Identify your non-fixed costs. Can you reduce, delay, or even consider stopping them? Can you delay projects or similarly non-essential spending? Review the need for any new recruitment. Could it be delayed?
8. Step-up your credit control processes. Make sure that you are on top of any money that you are owed and watch for signs of financial distress from your significant debtors. Consider asking for upfront payments and / or larger deposits e.g. for any group or corporate bookings.
9. Draw on experienced financial expertise to assist in your understanding of the situation.
10. Be clear about your immediate liquidity. Avoid getting into a spiral of decline, especially if this is a short-term problem. And be ready for when things improve, too.

USEFUL LINKS

We've drawn together current UK Government and sector advice on Coronavirus (COVID-19) and are keeping [this page](#) updated on the AIM website.

[NHS Advice](#)

[Public Health England Advice](#)

[NCVO Advice](#)

[CFG Finance Advice](#)

[Museums Association overview](#)

YOUR INPUT

AIM is currently talking to DCMS and other sector bodies, gathering intelligence and advocating for appropriate support for museums. If you have specific issues you would like us to be aware of contact us on info@aim-museums.co.uk



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