

# Core Minimum Fields 2015/16

The **core minimum fields** for organisations are the fields every TSI is required to collect on their local third sector organisations as part of their Scottish Government funding.

Milo contains many other fields for collating organisational data, but these are the key fields for building a national picture of the size, scope and economic value of Scotland’s third sector.

## Core organisation fields

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| --- | --- | --- |
| **Field name** | **Type** | **Rationale** |
| Organisation name | Free text | General profiling / web / ALISS |
| Organisation type | Lookup | General profiling / web / ALISS |
| Website Address | Free text | General profiling / web / ALISS |
| Primary phone number [for organisation] | Free text | General profiling / web / ALISS |
| Email Address [for organisation] | Free text | General profiling / web / ALISS |
| Primary location | Free text address fields | General profiling / web / ALISS |
| Primary contact | Free text contact name / details | General profiling / web / ALISS |
| Registered charity | y/n | General profiling / web / ALISS |
| Charity number | Free text [validated] | General profiling / web / ALISS |
| Legal status | Lookup | General profiling / web / ALISS |
| Social Enterprise | y/n | General profiling / web / ALISS |
| Geographical area | Lookup | General profiling / web / ALISS |
| Aims & objectives | Free text | General profiling / web / ALISS |
| Main activities | Multi-select | General profiling / web / ALISS |
| Annual figures – latest year | Date | Research & stats |
| Total income | Currency | Research & stats |
| Total expenditure | Currency | Research & stats |
| F/T staff | Integer | Research & stats |
| P/T staff | Integer | Research & stats |
| Total staff | Integer | Research & stats |
| Publish to website | y/n | General profiling / web / ALISS |
| Additional / previous names | Free text | General profiling / web / ALISS |

## Core opportunity fields

|  |  |  |
| --- | --- | --- |
| **Field name** | **Type** | **Rationale** |
| Title | Free text | Volunteer Scotland / web / ALISS |
| Organisation | Pick list | Volunteer Scotland / web / ALISS |
| Organisation contact | Pick list | Volunteer Scotland / web / ALISS |
| TSI contact | Pick list | Volunteer Scotland / web / ALISS |
| Location | Multi-select | Volunteer Scotland / web / ALISS |
| Use Organisation Postcode | y/n | Volunteer Scotland / web / ALISS |
| Postcode | Free text [validated] | Volunteer Scotland / web / ALISS |
| Start date | Date | Volunteer Scotland / web / ALISS |
| Ongoing | y/n | Volunteer Scotland / web / ALISS |
| Summary | Free text | Volunteer Scotland / web / ALISS |
| Full description | Free text | Volunteer Scotland / web / ALISS |
| Work type | Lookup | Volunteer Scotland / web / ALISS |
| Client group | Lookup | Volunteer Scotland / web / ALISS |

n.b. other aggregate information pertaining to interactions with organisations and volunteer registrations and placements is recorded as TSIs carry out work in those areas, as opposed to being recorded in the same way as the fields above. E.g. ‘Number of organisations supported’ can be reported on from Interactions or Services Accessed, without having to be separately recorded manually.