



Input information requested

The "raw" information that Full Index and Essentials members can input each month is shown below.

Why is it called "raw" information?

Because members don't do any calculations, they simply enter their "raw" operational information. For example, if you input your "Total Employee Costs" and "Gross Profit" the RIB Index calculates your "Total employee costs as a percentage of gross profit". This answer is then included in your bespoke benchmarking reports showing how your costs compare.

Do I have to input all of the information and how long will it take?

No. The RIB Index is fully flexible, you just input the information you feel is most relevant to you. Omitting certain bits of "raw" information does mean that RIB cannot calculate certain answers for you, so to get full value it's best to input as much as possible.

RIB Tip: Not collecting some of this information? Then you could start and simply enter it going forward. This helps members by highlighting areas they hadn't previously considered – encouraging best practice and adding value through their RIB membership.

A Full Index member inputting all 28 pieces of "Raw" information will generate all 35 potential answers and an Essentials member inputting all 11 bits of "Raw" information will generate all 12 potential answers (See "Answers Available" document). In a standard month inputting information for a Full Index member takes around 20 minutes and an Essentials member no more than 10 minutes.

"Inputting information is simple and quick and for just 10 minutes each month we get really crucial information telling us how we have performed against our competitors – time very well spent." **Lyn Cecil – Managing Director, Secretaries Plus**

How do I know I'm measuring the same information as other members?

A full list of definitions for each piece of "raw" information is available for members on the website.

	Raw information requested	Essentials	Full Index
1	Net Profit		✓
2	Total Turnover		✓
3	Gross Profit – referred to as Net Disposable Revenue (NDR) in the RIB reports	✓	✓
4	Number of Employees	✓	✓
5	Total Employee Costs	✓	✓
6	Fee Earners' Costs	✓	✓
7	Number of Fee Earners	✓	✓
8	Temp Margin	✓	✓
9	Temp Turnover	✓	✓
10	Total Placed	✓	✓
11	Total of Placement Salaries	✓	✓
12	Total of Perm Billings	✓	✓
13	Total Placed on Contract		✓
14	Total of Contract Placement Salaries		✓
15	Total of Contract Billings		✓
16	Total Trade Debtors		✓
17	Bad Debt		✓
18	Cost of Borrowing		✓
19	Total Turnover per week		✓
20	Training Costs		✓
21	Average length of tenure		✓
22	New Clients		✓
23	Total Clients		✓
24	Rebate Value	✓	✓
25	Temps Paid		✓
26	Temp Clients		✓
27	Total Clients Billed		✓
28	Total Turnover inc VAT		✓

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