

# ***ARTISTIC ENTREPRENEURSHIP***

## **Session 3**

**KUNSTAKADEMIET**

**Forår 2024**

**Pernille Skov // CAKI**

# The Art of Start Up

## **KUNSTNERISK ENTREPRENØRSKAB** *ARTISTIC ENTREPRENEURSHIP*

With Pernille Skov, CAKI  
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1.3.2024 Tid: 9 -12	15.3.2024 Tid: 9 -12	22.3.2024 Tid: 9 -12	5.4.2024 Tid: 9 -12
Kunstnerisk Virksomhed <i>Start-Up</i>	Kunstnerens Narrativ <i>The Artist's Narrative</i>	Kunstnerens virksomhed <i>The artist's business</i>	Pengestrømmme <i>Moneyflow</i>
Kunstnerisk entreprenørskab <i>Artistic entrepreneurship</i>  Kunstnerens Narrativ <i>The Artist's Narrative</i>  Organisering af virksomheden <i>Organising the business</i>	Kunstnerens Narrativ <i>The Artist's Narrative</i>  Artist statement <i>Artist statement</i>  Synlighed & Relationer <i>Visibility</i>	Skat og moms <i>Tax &amp; VAT</i>  Bogholderi <i>Book keeping</i>  Relationer & netværk <i>Relations and networks</i>	Finansieringshjul <i>Wheel of Income</i>  Strategi <i>Strategy</i>  Fundraising <i>Fundraising</i>

***RE-CAP***  
***From the two previous***  
***Fridays***

**”I pay attention this way – therefore it emerges this way.”**



**Context  
Connection Points  
Landscape**

# ANALYSE

# HANDLING

## DOWNLOADING

Fortidens vaner  
og mønstre

## ACTION

Ny praksis og  
infrastruktur

## AT SE

Hvad ser du nu  
- hvad er det, vi ser?

## FORANKRE

Nye projekter, der venter på at  
blive realiseret

## SANSNING

ud fra helheden

## LADE DET UDFOLDE SIG

Visioner og intentioner

## GIVE SLIP

## LADE KOMME TIL DIG

# PRESENCING

*THEORY U (i fortolkning)*

# ANALYSE

# HANDLING

## DOWNLOADING

Fortidens vaner  
og mønstre

*Sætte i bero..*

### AT SE

Hvad ser du nu  
- hvad er det, vi ser?

*Omfokusere*

**SANSNING**  
ud fra helheden

**GIVE SLIP**

*Åbne sig*

## ACTION

Ny praksis, virke og  
omverdensrelation

*Integrere*

### FORANKRE

Realisering af nye projekter,  
opbygning af infrastruktur

*Prototyping*

### FORESTILLINGER

Visioner og intentioner

**LADE KOMME TIL DIG**

*Aktualisere*

## PRESENCING

Hvem er jeg? Hvad er min opgave?  
Forbinde dig til din dybe interesse og et dybere og bredere  
mulighedsfelt for din praksis.  
En indre motivation til handling.

*THEORY U (i fortolkning)*

## ARTISTIC ENTREPRENEURSHIP

**Action using practice and infrastructure:**

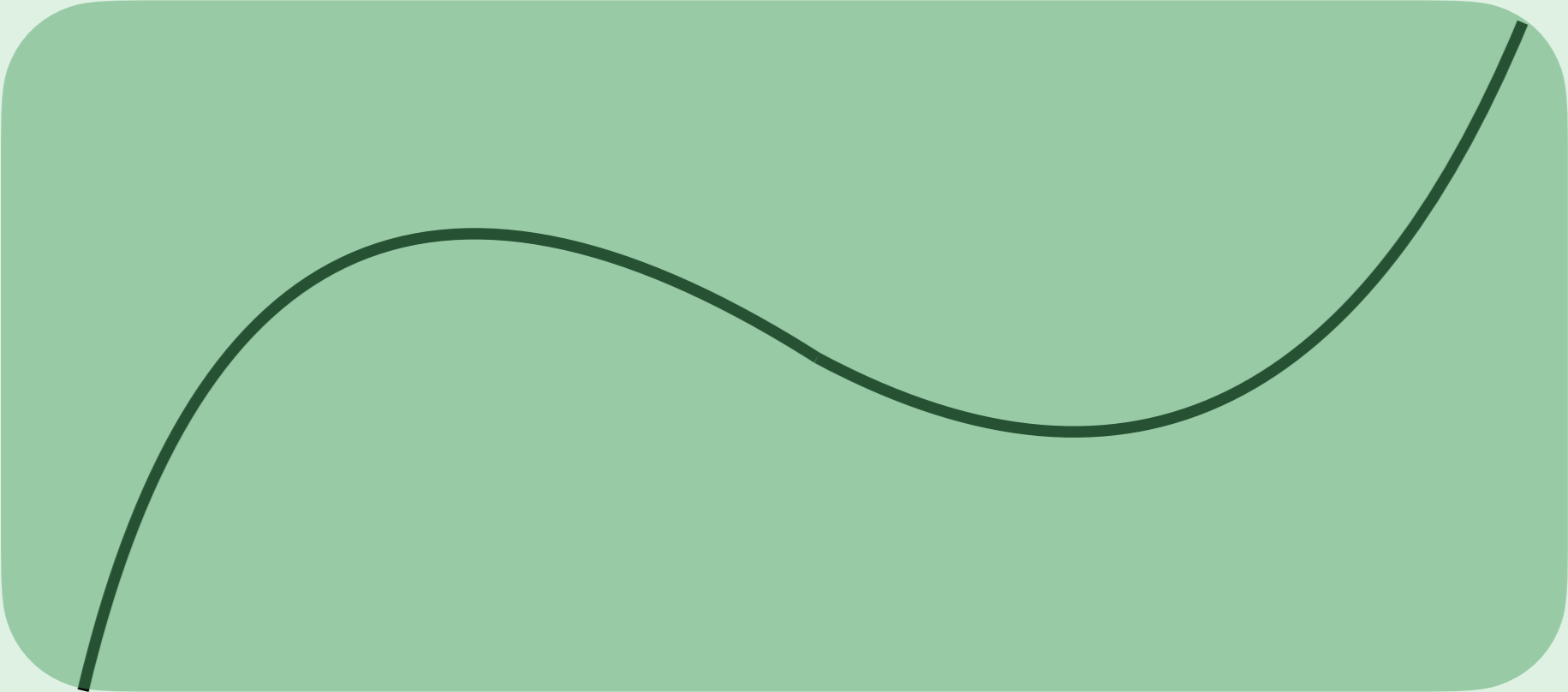
**Projects, products, services that stem from artistic practice**

**The inner motivation for action:  
A deeper field of possibilities**

## ARTISTIC PRACTICE

**Your source and motivation - your deep interest**

**THE ARTISTIC NARRATIVE**  
**- from 3% to more %**



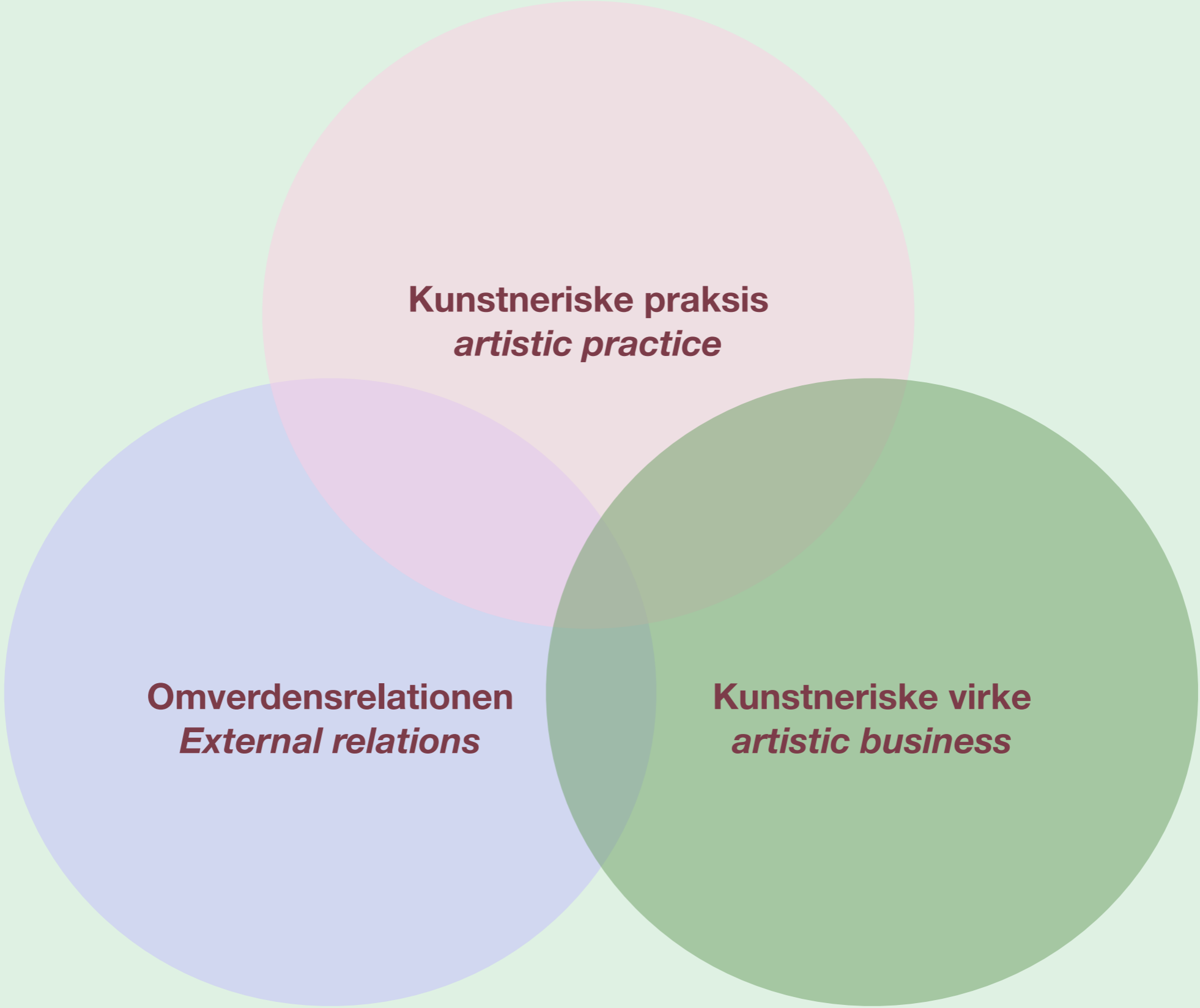


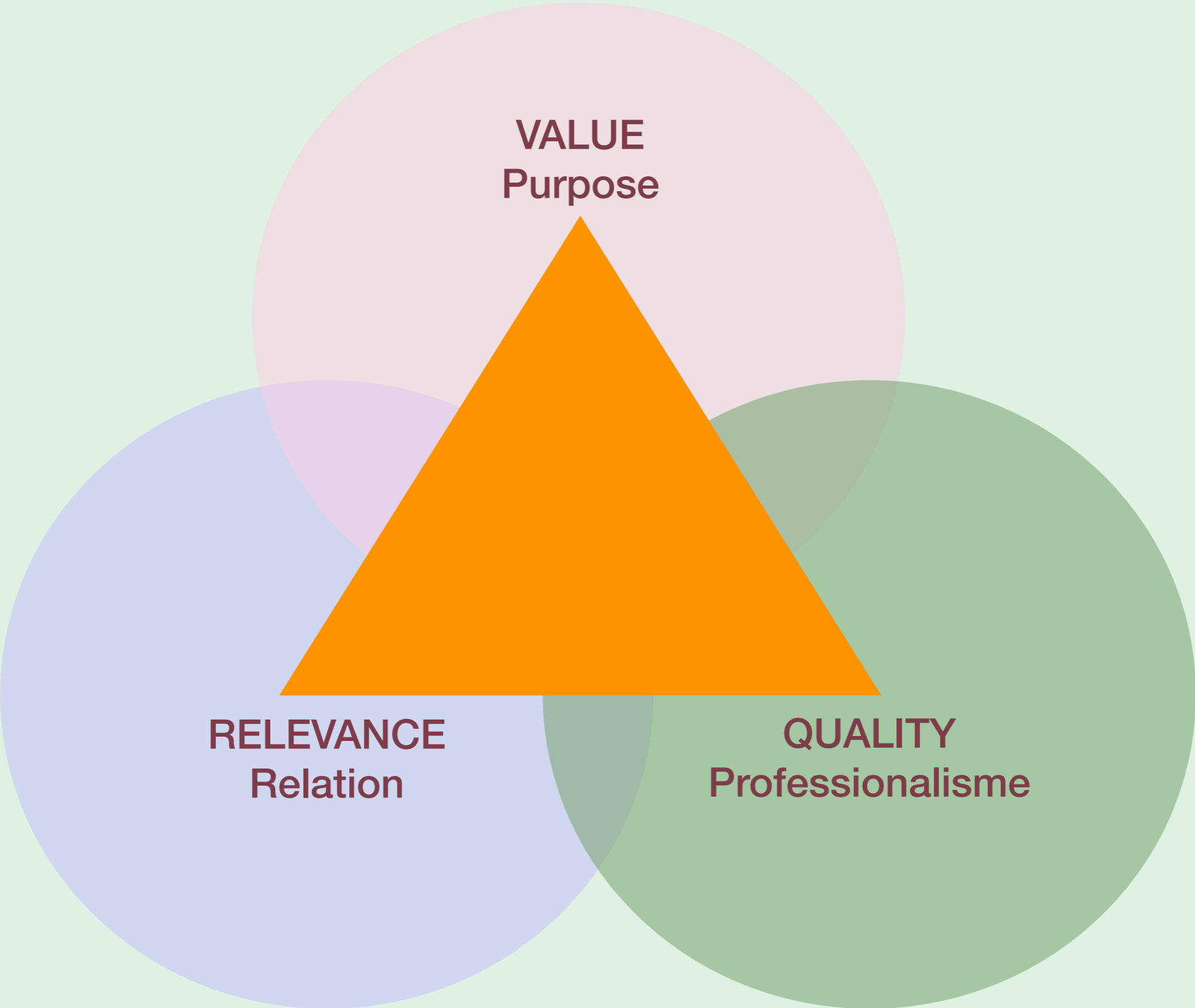
***The Third Position:***



# You are not a single column in life









## OPERATIONS IN YOUR BUSINESS

– Organising your departments





***BUSINESS FORMS***

## **PRIVATELY OWNED / PERSONLIGT EJET**

- **SOLE PROPRIETOR / ENKELTPERSONSVIRKSOMHED**
- **SOLE PROPRIETOR SMALL BUSINESS / PERSONLIGT EJET MINDRE VIRKSOMHED - PMV**
- **GENERAL PARTNERSHIP / INTERESSENTSKAB - I/S**

## **COMPANY / SELSKAB**

- **PRIVATE LIMITED COMPANY / ANPARTSELSKAB - APS**
- **PUBLIC LIMITED COMPANY / AKTIESELSKAB - A/S**

## **OTHER / ANDET**

IF THERE IS A SHARED PURPOSE:

- **CO-OPERATIVE / FORENING + also KK ART: <https://kkart.dk/om-kkart/>**
- **COOPERATIVE / KOOPERATIV (democratic co-operation)**
- **FUND / FOND**
- **SELF-OWNED INSTITUTION / SELVEJENDE INSTITUTION**
- **SOCIAL ECONOMIC ENTERPRISE / SOCIAL ØKONOMISK VIRKSOMHED**

# Opgave 1:



# YOUR PROFESSIONAL VISION

## VISION

### VISION

Your vision should set a direction for you, and it should be able to motivate you.

What are you interested in, and what ambitions do you have for your professional life?

What is your deep interest?

What motivates you?

**Ask your selves - and write down the answers:**

- What are my artistic ambitions?
- What are my financial ambitions?
- Whom would I like to collaborate with?
- Should my practice be financially sustainable?
- What does success mean to me?
- Where do I want my business to thrive?
- How and how much do I want to work?

Feel free to reflect on the questions that resonate most with you and your dreams.



# Opgave 2:

# EXTERNAL RELATIONS

**Make an analysis of your external relations:**

## Stakeholder Analysis

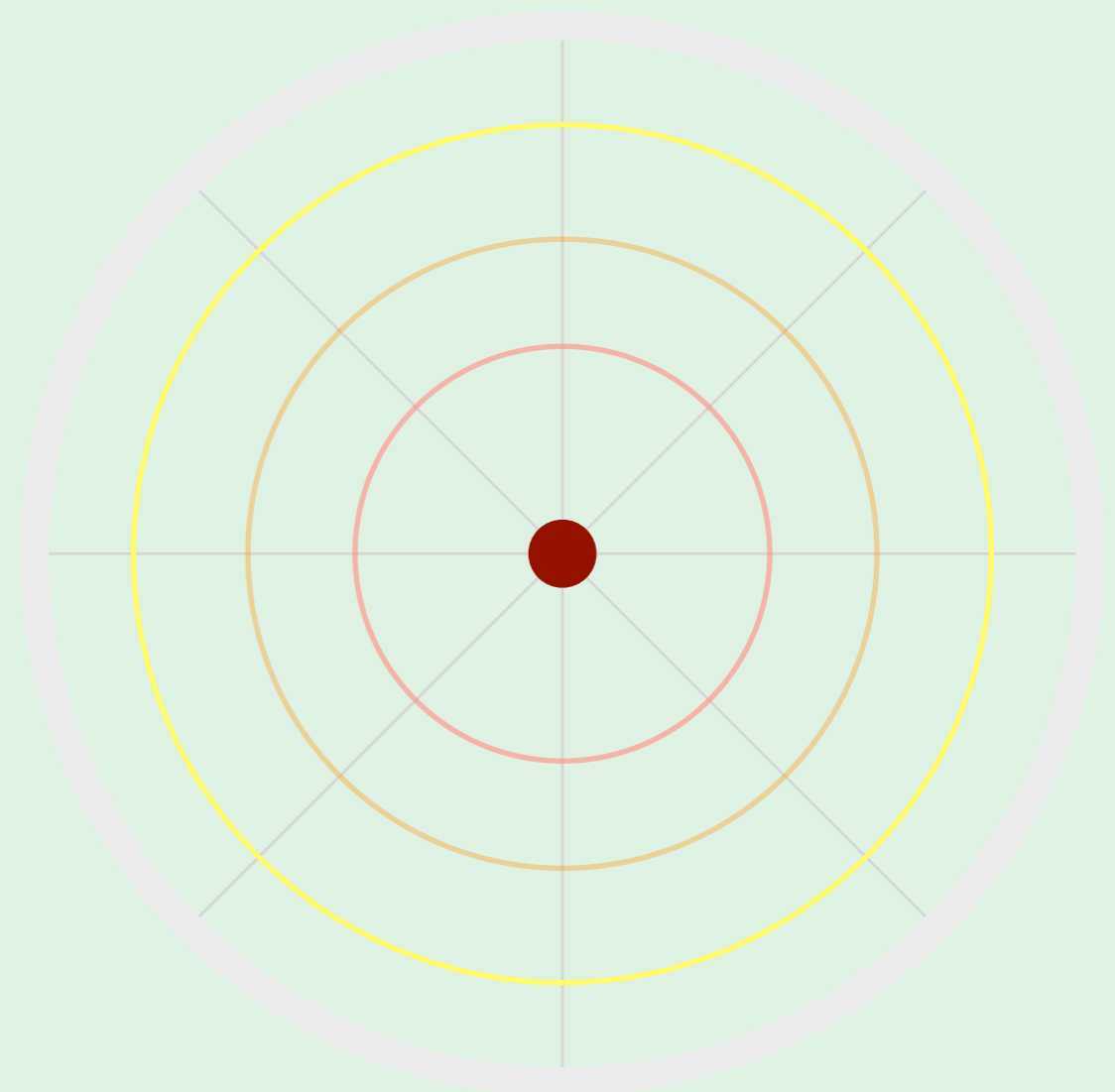
- Identify potential stakeholders who might be interested in your interests and endeavors.
- Consider individuals, groups, organizations, and communities that share similar interests or could benefit from your activities.

## Content Alignment

- Determine who else is interested in similar content or subject matter.
- Look for communities, forums, online groups, and professional networks that discuss related topics.

## Partnerships and Funding Sources

- Research potential foundations, grants, companies, organizations, and financing options that align with your goals and values.
- Explore collaborative opportunities with entities that support initiatives like yours or have a vested interest in your field.



# Opgave 3:

# ORGANISATION FORM(-S)

**Which  
organisation/business form  
fits you and your practice?**

# Opgave 4:

# DIT ARTIST STATEMENT

## Ask your selves:

What are you interested in?

What motivates you?

What is important to you in your working life?

What are your (artistic) ambitions?

What are your ambitions for a sustainable working life?

Who would you like to collaborate with?

What does success mean to you?

How would you like to earn money?

Find and reflect on the questions that resonate with you and your dreams.

Write it down. It is a basic text that you can work with further.

# Opgave 5:

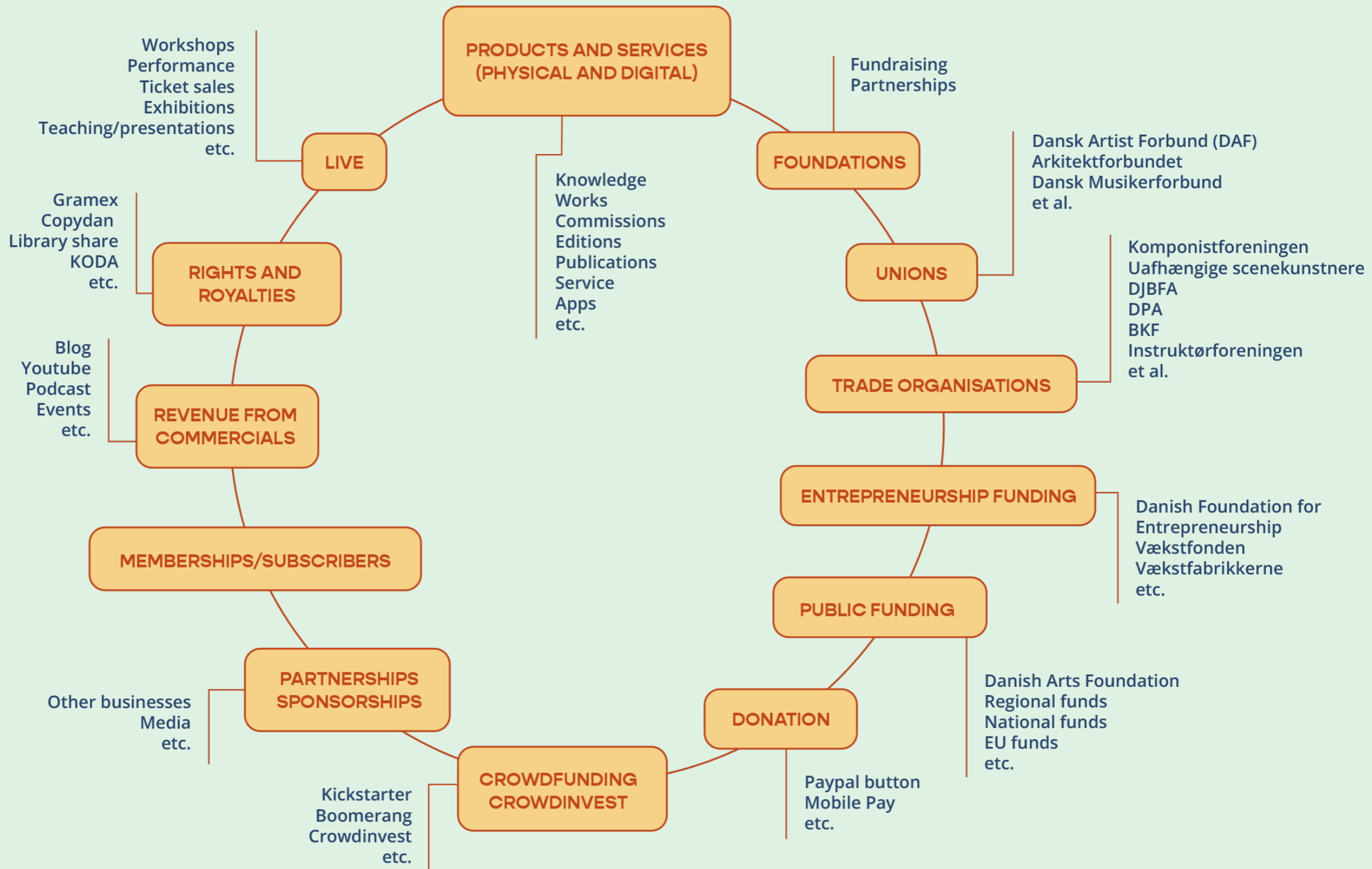
**How does a day in your  
professional life  
look in five years?**

***TODAY!***  
***TAX, VAT & BOOKKEEPING***  
***+ gallery provision,***  
***invoices and***  
***authenticity certificate***

# TAX & VAT



# REVENUE STREAMS





# TERMINOLOGY

## **TURNOVER**

All income in your business.

## **PROFIT**

The accounting profit after all deductible expenses.

## **TAX**

Tax is something you pay to the state as part of your income as either person or company.

## **VAT**

Moms stands for "additional sales tax" and is tax supplement on the sales price either by 5%, 12% or 25%.

## **OMSÆTNING**

Samlet indkomst i din virksomhed.

## **FORTJENSTE**

Det regnskabsmæssige overskud efter alle fradragsberettigede udgifter.

## **SKAT**

Skat er en afgift du betaler til staten som en del af din indtægt som enten person eller selskab.

## **MOMS**

Moms står for 'meromsætningsafgift' og er et skattetillæg på salgsprisen enten med 5%, 12% eller 25%.

# VAT

- **Standard VAT: 25%** **Standard moms: 25%**
- **Artist VAT** **Kunstnermoms**
- **VAT exemption** **Momsfritagelse**
- **Payroll tax (*lønsafgift*)** **Lønsafgift**

# VAT



- **Standard VAT: 25%**

Is added to the price of most products, goods and services.

- **Artist VAT**

If you have first-time sales of original works of art, you can register your business for the 5% artist VAT.

- **VAT exemption**

Healthcare, banking, insurance, education and artistic services (consultancy - not art works!)

- **Payroll tax (*lønsumsafgift*)**

If your company is exempt from VAT, you must be registered for payroll tax.

The tax is then calculated by the company's payroll + the company's profit (if there is a profit). The company must pay payroll tax for the income year if the amount payable on payroll tax (the tax base) exceeds DKK 80,000.

- **Standard moms: 25%**

Lagt til prisen på de fleste produkter, varer og ydelser.

- **Kunstnermoms**

Hvis du har førstegangssalg af originale værker, kan du registrere din virksomhed for kunstnermoms.

- **Momsfritagelse**

Sundhed, banker, forsikring, uddannelse og kunstneriske ydelser (konsulentvirksomhed - ikke værker!)

- **Lønsumsafgift**

Lønsum er gældende for virksomheder, der sælger momsfri varer og ydelser og altså er momsfrataget. I stedet betaler man en lønsumsafgift.

Virksomheden skal betale lønsumsafgift, hvis det beløb, der skal betales lønsumsafgift af (afgiftsgrundlaget), overstiger 80.000 kr. Hvis afgiftsgrundlaget ikke overstiger 80.000 kr. for indkomståret, skal virksomheden ikke registreres for og betale lønsumsafgift.

# VAT EXEMPT

According to the VAT Act, author and composer activities as well as other artistic activities are exempt from VAT.

By other artistic activity is meant lecture activity, performance and the like.

The exemption does not apply to the sale of works of art.

*On Skat's website, you can always see which goods and services are VAT-exempt.*

Ifølge momsloven er forfatter- og komponistvirksomhed samt anden kunstnerisk virksomhed fritaget for moms.

Ved anden kunstnerisk virksomhed forstås foredragsvirksomhed, optræden og lignende.

Fritagelsen gælder ikke for salg af kunstgenstande.

*På Skats hjemmeside kan du altid se, hvilke varer og ydelser der er moms-fritaget.*

## Sales price

Price ex. VAT:	100 kr.
<u>Sales VAT 25%:</u>	<u>25 kr.</u>
<u>Total Price:</u>	<u>125 kr.</u>

## Purchase price

Total price:	125 kr
<u>Purchase VAT 20%:</u>	<u>25 kr.</u>
<u>Price ex. VAT:</u>	<u>100 kr.</u>

## Salgspris

Varens pris ex. moms:	100 kr.
<u>Salgsmoms 25%:</u>	<u>25 kr.</u>
<u>Samlet pris:</u>	<u>125 kr.</u>

## Købspris

Varens samlede pris:	125 kr
<u>Købsmoms 20%:</u>	<u>25 kr.</u>
<u>Pris ex. moms:</u>	<u>100 kr.</u>

# VAT / MOMS

**If you are not registered for VAT, you cannot deduct VAT.**

Sales: 40.000

Deductible expenses: 10.000

Taxable income: 30.000

Tax 37%: 11.100

**Net income: 18.900**

# VAT / MOMS

If you are not registered for VAT, you cannot deduct VAT.

Sales: 40.000

Deductible expenses:  
10.000

Taxable income: 30.000

Tax 37%: 11.100

**Net income: 18.900**

If you are registered for VAT:

Sales ex. VAT: 40.000

VAT 25% 10.000

Turnover: 40.000

Deductible expenses: 8.000

Result: 32.000

Taxable income: 32.000

Tax 37%: 11.840

**Net income: 20.160**



# VAT / MOMS

**If you are not registered for VAT, you cannot deduct VAT.**

Sales: 40.000

Deductible expenses:  
10.000

Taxable income: 30.000

Tax 37%: 11.100

**Net income: 18.900**

**If you are registered for VAT:**

Sales ex. VAT:	40.000
VAT 25%	10.000

Turnover:	40.000
<u>Deductible expenses:</u>	<u>8.000</u>
Result:	32.000

Taxable income: 32.000

Tax 37%: 11.840

**Net income: 20.160**

**If you are registered for VAT:**

Sales VAT 25%:	10.000
<u>Deductible VAT:</u>	<u>2.000</u>
<u>Result:</u>	<u>-8.000</u>

- but then you will probably have other deductible VAT in your business, so you might end up having to get VAT returns from Skat.

# ARTIST VAT / KUNSTNERMOMS

# ARTIST VAT

The sale of original works is not exempt from VAT, even if it is an artistic activity.

Instead, the sale of original works is subject to artist VAT - but only when you have sold original works for more than DKK 300,000 within a year.

Artist VAT is a special VAT rate of 5% that applies to first-time sales of new, original works - of course, works in the form of works of art.

Salg af originale værker er ikke moms fritaget, selv om det er kunstnerisk virksomhed.

I stedet er salg af originale værker pålagt kunstnermoms - dog først når du har solgt originale værker for mere end 300.000 kr. inden for et år.

Kunstnermoms er en særlig momssats på 5%, der gælder førstegangssalg af nye, originale værker – vel at mærke værker i form af kunstgenstande.

# ARTIST VAT

‘Original works’ and ‘works of art’ do not cover all types of art works.

For example, installations, films and digital art are NOT covered by the rules for artist VAT but are subject to the standard VAT rate of 25%.

You should always follow Skat’s definitions. And remember that the burden of proof is with you - you must be able to prove and argue that you run a professional artistic company before you can collect and deduct VAT.

‘Originale værker’ og ‘kunstgenstande’ dækker ikke alle værktyper.

Fx er installationer, film og digital kunst IKKE er omfattet af reglerne for kunstnermoms men derimod er underlagt den almindelige momssats på 25%.

Du skal altid følge Skat’s definitioner. Og husk, at bevisbyrden er hos dig - du skal altså kunne bevise og argumentere for, at du driver en professionel kunstnerisk virksomhed før du kan opkræve og fradrage moms.

# ARTIST VAT

## Works covered by artist VAT:

- Paintings, drawings and pastels made exclusively by hand (excluding drawings and hand-decorated industrial products), collages and the like
- Original engravings, prints and lithographs
- Original sculptures, regardless of the nature of the material
- Tapestries and textiles made by hand on the basis of the artist's original drawings, provided that there is not more than one copy of each
- Original ceramic products and mosaics on wood
- Unique ceramics
- Enamelware on copper
- Photo signed and numbered in a number of up to 30 copies

## Værker der er omfattet af kunstnermoms:

- Malerier, tegninger og pasteller, der udelukkende er fremstillet som håndarbejde (undtagen tegninger og hånddekorerede industriprodukter), collager og lignende
- Originale stik, tryk og litografier
- Originale skulpturer, uanset materialets art
- Gobeliner og vægtekstiler udført i hånden på grundlag af kunstners originale tegninger, såfremt der ikke findes mere end et eksemplar af hver
- Originale keramiske produkter og mosaikker på træ
- Keramiske unika
- Emaljevarer på kobber
- Foto signeret og nummereret i et antal på op til 30 eksemplarer

# ARTIST VAT

If your sales of original works during the year are below 300,000, you do not need to register for VAT.

If your sale of new, original works exceeds DKK 300,000, you will be liable for VAT with 5% VAT for the rest of the year and the following year. In that case, only 5% VAT is payable on sales that take place after the registration obligation has occurred - it is not retroactive.

The registration obligation may arise during the year. When it ends, it will always happen at the end of a year. If the registration obligation has ceased, no VAT must be paid on sales after this time.

Hvis dit salg af originale værker i årets løb er under 300.000, behøver du ikke at lade dig momsregistrere.

Overstiger dit salg af nye, originale værker 300.000 kr., bliver du momspligtig med 5% moms for resten af året samt det følgende år. Der skal i så fald kun betales 5% momsafgift af salg, som finder sted efter registreringspligten er indtrådt – det er ikke med tilbagevirkende kraft.

Registreringspligten kan indtræde i løbet af året. Når den ophører, vil den altid ske ved udgangen af et år.

Er registreringspligten ophørt, skal der ikke betales moms af salg efter dette tidspunkt.

# ARTIST VAT

It can be an advantage to register the company for VAT from the start, even if you do not expect to sell for more than DKK 300,000.

Then you can get a full VAT deduction for the purchase of materials and other necessary costs such as. rent and accounting assistance.

If you have not registered for VAT, you are not allowed to deduct VAT.

Det kan være en fordel at momsregistrere virksomheden fra starten, selv om du ikke forventer at sælge for mere end 300.000 kr.

Så kan du nemlig få fuldt momsfradrag for indkøb af materialer og øvrige nødvendige omkostninger som f.eks. husleje og regnskabsmæssig assistance.

Hvis du ikke har ladet dig momsregistrere, har du ikke lov til at fradrage momsen.



## LINKS

<https://caki.dk/caki-publikationer/caki-miniguides/>

<https://bkf.dk/raed-og-jura/kunstnermoms-og-almindelig-moms/>

<https://skat.dk/data.aspx?oid=2234571>



# **GALLERY PROVISION**

BKF recommend that you have an agreement with gallery based on the gross principle:

<http://www.bkf.dk/aftaler/galleriaftaler/>

<https://www.bkf.dk/wp-content/uploads/2019/10/Brutto-nettoprincip.pdf>

# KUNSTNERMOMS (bruttoafregning)

Sales inc. VAT =	100.000
<u>Gallery provision incl. VAT =</u>	<u>- 50.000</u>
Interim	50.000

Salgssum inkl. moms =	100.000
<u>Galleriprovision inkl. moms =</u>	<u>- 50.000</u>
Mellemregning	50.000

Sales ex. VAT	95.000
Sales VAT (artist VAT)	5.000
Provision to gallery ex. VAT	40.000
VAT of gallery provision 25%	10.000

Salgspris ex. moms	95.000
Salgsmoms (Kunstnermoms)	5.000
Provision til galleri ex. moms	40.000
Moms af galleriprovision 25%	10.000

Sales VAT (kunstnermoms)	5.000
<u>Purchase VAT (from gallery provision)</u>	<u>10.000</u>
<u>Return of negative VAT</u>	<u>5.000</u>

Salgsmoms (kunstnermoms)	5.000
<u>Købsmoms (fra galleriprovision)</u>	<u>10.000</u>
<u>Tilbagebetaling af negativ moms</u>	<u>5.000</u>

Result	
Sales	50.000
<u>VAT refund</u>	<u>5.000</u>
<u>Profit total</u>	<u>55.000</u>

Resultat	
Afregning fra galleri	50.000
<u>Momsrefusion (tilbagebetaling fra Skat)</u>	<u>5.000</u>
<u>Indtægt i alt</u>	<u>55.000</u>

# BOOKKEEPING OF VAT

Separate accounts for purchase and sale VAT

VAT is a tax you collect or pay on behalf of the State. Therefore, you must also post and record your VAT in a separate account so that it is separated from the other operations of your company.

At the end of each VAT period, you must calculate the VAT, which you will then have to report to the Tax Agency.

The accounts must show how much you need to report and pay in VAT. It must include at least one account for respectively:

- Outgoing VAT
- Incoming VAT

Momsen er en afgift, du opkræver eller betaler på vegne af staten. Derfor skal du også bogføre og regnskabsføre din moms i et særskilt regnskab, så den ikke bliver blandet sammen med den øvrige drift af din virksomhed.

Ved udgangen af hver momsperiode skal du opgøre den moms, du skal indberette til Skattestyrelsen.

Regnskabet skal vise, hvor meget du skal indberette og betale i moms. Det skal som minimum indeholde en konto for:

- Købsmoms
- Salgsmoms

The incoming VAT is your purchase tax – that is the one you pay when you buy something.

Your outgoing VAT is your sales tax – the one you charge when you sell something.

Den indgående moms er din købsmoms – det er den du betaler, når du køber noget.

Din udgående moms er din salgsmoms – den du opkræver, når du sælger noget.

# VAT TO AND FROM OTHER COUNTRIES

Read CAKIs miniguide and check with Skat

# PAY ROLL TAX / LØNSUMSAFGIFT



# PAY ROLL TAX / LØNSUMSAFGIFT

Payroll tax is valid for companies that sell VAT-free goods and services and are therefore VAT-exempt.

Instead, you pay a payroll tax.

The tax is calculated on the company's payroll + the company's profit (if there is a profit). Companies that have no employees may also be liable to payroll tax. Here, the payroll tax will be paid by the general total profit to the owner of the business.

Lønsum er gældende for virksomheder, der sælger momsfri varer og ydelser og altså er momsfrataget.

I stedet betaler man en lønsumsafgift.

Afgiften beregnes af virksomhedens lønsum + virksomhedens overskud (hvis der er overskud). Virksomheder, der ingen ansatte har, kan også være lønsumsafgiftspligtige. Her vil lønsumsafgiften blive betalt af det generelle samlede overskud til ejeren af virksomheden.

# PAY ROLL TAX / LØNSUMSAFGIFT HAKA

The company must pay payroll tax for the income year if the amount of which payroll tax is payable (the tax base) exceeds 80,000 kr.

If the tax base does not exceed DKK 80,000 for the income year, the company does not have to register for and pay payroll tax.

There are a total of 4 methods for calculating the tax base. It is the company's activity and organizational form that decides which method to use, and thus what amount is the company's tax base.

Virksomheden skal betale lønsumsafgift for indkomståret, hvis det beløb, der skal betales lønsumsafgift af (afgiftsgrundlaget), overstiger 80.000 kr.

Hvis afgiftsgrundlaget ikke overstiger 80.000 kr. for indkomståret, skal virksomheden ikke registreres for og betale lønsumsafgift.

Der findes i alt 4 metoder til at beregne afgiftsgrundlaget. Det er virksomhedens aktivitet og organisationsform, der afgør, hvilken metode der skal benyttes, og dermed hvilket beløb der er virksomhedens afgiftsgrundlag.

# PAY ROLL TAX / LØNSUMSAFGIFT

In general, SKAT distinguishes between:

- Associations, foundations etc.
- Financial activities
- Newspaper publishers / importers
- Other VAT-free activities

The most common activities subject to payroll tax are:

- Health care (doctors, hospitals, dentists, chiropractors, physiotherapists, etc.)
- Teaching
- Sports associations
- Cultural organizations (excluding museums, libraries, etc.)
- Real estate management
- Insurance business
- Banks, savings banks and other financial companies
- Passenger transport
- Travel agencies
- Undertakers
- Newspaper sales
- Lottery

Generelt skelner SKAT mellem:

- Foreninger, fonde etc.
- Finansielle aktiviteter
- Avisudgivere/ importører
- Øvrige momsfri aktiviteter

De mest normale lønsumsafgiftspligtige aktiviteter er:

- Sundhedspleje (læger, hospitaler, tandlæger, kiropraktorer, fysioterapeuter mv.)
- Undervisning
- Sportsforeninger
- Kulturelle organisationer (dog undtaget museer, biblioteker m.fl.)
- Administration af fast ejendom
- Forsikringsvirksomhed
- Banker, sparekasser og andre finansielle virksomheder
- Personbefordring
- Rejsebureauer
- Bedemænd
- Avissalg
- Lotteri

**SKAT**  
**TAX**



# Taxation of the business

Beskatning af virksomhed

# SKAT TAX



CAKI

## Taxation of the business

### Personally owned

You are taxed on the profits of the company

- The personal tax rules
- The corporate scheme

<https://skat.dk/SKAT.aspx?oid=1948841>

- The return on capital scheme

<https://skat.dk/skat.aspx?oid=1948932>

### Corporate taxation

The company's profit is taxed with 22%

You are taxed by:

- Salary (Personal tax)
- Dividend (up to 56,500 with 27% - above 42%)

## Beskatning af virksomhed

### Personligt ejet

Du beskattes af virksomhedens overskud

- Personskattereglerne
- Virksomhedsordningen

<https://skat.dk/SKAT.aspx?oid=1948841>

- Kapitalafkastordningen

<https://skat.dk/skat.aspx?oid=1948932>

### Selskabsbeskatning

Selskabets overskud beskattes med 22%

Du beskattes af:

- Løn (Personskattereglerne)
- Udbytte (op til 56.500 med 27% - derover 42%)

**SKAT**  
**TAX**



**A-indkomst og B-indkomst**

**A-skat og B-skat**

**A-income and B-income**

**A-tax and B-tax**

## A-income and B-income

A-income is the term used for the most significant portion of your income, from which you will pay the so-called A-tax.

The A-income is reported annually to SKAT so that it can be printed on the tax return.

## A-indkomst og B-indkomst

A-indkomst er en skatteteknisk betegnelse for den vigtigste type af dine indtægter, som du betaler den såkaldte A-skat af.

A-indkomsten indberettes årligt til SKAT, således at den kan udskrives på selvangivelsen.



## A-income and B-income

B-income is income where no tax or labor market contributions (AM-bidrag) have been deducted before the amount is paid to you.

E.g. if you have received a fee for a concert, for a teaching job or for giving a presentation.

It is your responsibility to declare the income so you can be taxed correctly as well as pay the correct labor market contributions of your B-income.

## A-indkomst og B-indkomst

B-indkomst er indkomst, hvor der ikke er trukket skat og AM-bidrag, inden du får udbetalt beløbet.

Fx hvis du er freelancer eller har fået et honorar for at give en koncert eller holde et oplæg.

Du skal selv sørge for at betale skat og AM-bidrag af din B-indkomst.

## A-tax and B-tax

A-tax is the tax paid on primary income. A provisional tax is withheld from payment of for example labor wages. This is called the A-tax.

A-tax is paid on a regular basis by the employer or another entity responsible for withholding tax. They are then responsible for reporting the A-income to the tax authorities.

## A-skat og B-skat

A-skat er den skat, der betales løbende ved, at arbejdsgiveren eller en anden indeholdelsespligtig indberetter A-indkomsten til SKAT.

A-skat er skatten, der betales af den primære indtægt. Ved udbetaling af eksempelvis arbejds løn tilbageholdes en foreløbig skat. Det er denne, der kaldes A-skatten.

## A-tax and B-tax

### B-tax

You have to pay your B-tax yourself by using payment cards issued by SKAT together with the advance statement. The B-tax is usually paid in up to ten instalments during the income year.

These are calculated on the basis of the advance statement.

You can also report your B-income on an ongoing basis

## A-skat og B-skat

### B-skat

Du betaler selv B-skat ved at anvende indbetalingskort, der udsendes af SKAT sammen med forskudsopgørelsen. B-skatten betales normalt i op til 10 rater i løbet af indkomståret.

Disse udregnes på baggrund af forskudsopgørelsen.

Du kan også indberette B-indkomsten løbende

## Labour marked contribution

Regardless of the amounts on your advance statement, you must always pay 8% of your earnings in labor market contribution (with the exception of study stipend, unemployment and retirement benefits).

## AM-bidrag

Uanset tallene på din forskudsopgørelse skal du altid betale 8 % i am-bidrag af din løn (men ikke af SU, dagpenge og pension).



**Main tax card and secondary card**

**Hovedkort og bikort**

## Main tax card and secondary card

### Main card (hovedkort)

Your main card is used where you earn most (such as employment or study stipend). You should only use your main card in one place. Your tax withholding percent and the deduction (the amount you do not need to pay taxes on) are shown on your main card. When an employer uses your main card, the employer only withholds tax on the amount exceeding your deduction. If multiple employers use your main card, you may therefore end up paying too little in tax.

### Secondary card (bikort)

Your secondary card is used only if you receive payments from more than one source such as study stipend and an employer. In that case, you would use your main card for your stipend and your secondary card for your job. You can use your secondary card in more than one place, for example if you have more than one job aside from your studies. Only your tax percent is shown on your secondary card. When an institution pays you using your secondary card, they withhold the full tax. That is because your deduction is deducted through your main card.



CAKI

## Hovedkort og bikort

Dit hovedkort bruges der, hvor du tjener mest (f.eks. arbejde eller SU). Du bør kun bruge dit hovedkort ét sted. På hovedkortet står både din trækprocent og det fradrag, du ikke skal betale skat af. Når en udbetaler bruger dit hovedkort, trækker udbetaleren kun skat af det beløb, som er større end dit fradrag. Hvis flere udbetalere bruger dit hovedkort, kan du derfor komme til at betale for lidt i skat.

Dit bikort bruges kun, hvis du har flere udbetalere, f.eks. både SU og en arbejdsgiver. I så fald ville du anvende dit hovedkort til SU og dit bikort til dit studiejob. Du kan bruge bikortet flere steder, f.eks. hvis du har flere studiejobs. På bikortet står kun, hvor mange procent du bliver trukket i skat. Når en udbetaler bruger dit bikort, trækker udbetaleren fuld skat af udbetalingen. Det er fordi dine fradrag trækkes fra via dit hovedkort.

# **INVOICING**

# **FAKTURAREGLER**

# INVOICING

It is a requirement that all invoices must contain the following:

## Invoice number

All invoices have a specific and individual number. You must use consecutive numbering, which means that the next invoice must have number 100 if the latest one had number 99. There is no requirement for which number your first invoice must have, so you may, for example, start at number 1000.

- **Invoice date**
- **Seller information (CVR, company name and address)**
- **Buyer information (company name and address)**
- **Information about the sale (The goods / services, quantity / quantity, price)**
- **Delivery date**
- **Full amount incl. VAT, VAT rate and VAT amount**
- **Currency**



# FAKTURAREGLER

Det er et krav, at alle faktura skal indeholde følgende:

- **Fakturanummer**

Alle fakturaer have et specifikt og individuelt nummer. Du skal bruge fortløbende nummerering, hvilket betyder, at den næste faktura skal have nummer 100, hvis den seneste havde nummer 99. Der er intet krav til, hvilket nummer din første faktura skal have, så du må fx gerne starte på nummer 1000.

- **Fakturadato**
- **Oplysninger om sælger (CVR, virksomhedsnavn og adresse)**
- **Oplysninger om køber (virksomhedsnavn og adresse)**
- **Oplysninger om salget (Varerne/ydelserne, antal/mængde, pris)**
- **Leveringsdato**
- **Fuldt beløb inkl. moms, momssats og momsbeløb**
- **Valuta**



## Instructions for invoices for instructional sales (via gallery owner)

Artists can sell their own works with artist VAT at galleries when the sale takes place in the artist's own name and the artist has ownership of the art object until the sale takes place.

It is thus a prerequisite that the gallery only participates as a mediator in connection with the sale, and that the gallery has an agreement with the artist on the sale.

It is characteristic of such a sale that a buyer can direct any claims in connection with the transaction directly against the artist.

Tax has established the following guidelines for VAT on artists' sale of their own works, where a gallery is responsible for invoicing (SKM2008.144.Skat):

The invoicing must be done in the artist's name and at his expense. The artist's name, address and cpr./cvr./se - number must appear on the invoice.

The invoice must contain a consecutive numbering, which must not be confused with the gallery's number series for own sales.

The gallery must pay VAT in accordance with the law's general rules of the brokerage fee (commission). This also applies to commissions for the sale of works by foreign artists.

If the sale of works of art takes place in the gallery's or art dealer's own name, 25 percent must be paid in VAT, unless the gallery and others. apply the rules on second-hand goods

## Vejledning til faktura ved anvisningssalg (via gallerist)

Kunstnere kan sælge egne værker med kunstnermoms hos gallerier, når salget foregår i kunstnerens eget navn og kunstneren har ejendomsret til kunstgenstanden, indtil salget sker.

Det er således en forudsætning, at galleriet kun medvirker som formidler i forbindelse med salget, og at galleriet har en aftale med kunstneren om salg.

Det er karakteristisk for et sådant salg, at en køber kan rette eventuelle krav i anledning af handlen direkte mod kunstneren.

Skat har fastsat følgende retningslinjer for moms ved kunstneres salg af egne værker, hvor et galleri forestår faktureringen (SKM2008.144.Skat) :

- Faktureringen skal ske i kunstnerens navn og for dennes regning.
- Kunstnerens navn, adresse og cpr./cvr./se – nummer skal fremgå af fakturaen.
- Fakturaen skal indeholde en fortløbende nummerering, som ikke må kunne forveksles med galleriets nummerserie for egne salg.

Galleriet skal betale moms efter lovens almindelige regler af formidlingshonoraret (provisionen). Dette gælder også provision for salg af udenlandske kunstneres værker.

Såfremt salg af kunstværker sker i galleriets eller kunsthandlerens eget navn, skal der betales 25 procent i moms, med mindre galleriet m.fl. anvender reglerne om brugte varer

**ÆGTHEDSCERTIFIKAT**

***AUTHENTICITY  
CERTIFICATE***

## Ægthedscertifikat

Af NAVN

DATO

### TITEL (# undertitel), 2018

Edition 2/12

Kobbertryk med håndtegnede detaljer

På syrefrit papir

Monteret i egetræsramme

50 cm x 70 cm

### Af NAVN

Adr.

Adr.

+45 tel

mail@mail.com

[www.hjemmesiden.dk](http://www.hjemmesiden.dk)

### Om værket

Her skriver du noget om værket

– er det lavet til en specifik udstilling, er det del af projekt etc.

Du kan også vælge ikke at skrive noget om baggrunden for værket.

Første salgspris XXXkr. inkl. 5% kunstnermoms

Den fulde ophavsret til kunstværket tilhører kunstneren, som gerne vil orienteres ved evt.

videresalg af værket.

NAVN

DATO

UNDERSKRIFT

**(BILLEDE AF VÆRKET)**

**Evt. retningslinjer for opbevaring, installering etc)**

**FØLGERETTEN**

***RESALE  
RENUMERATION***

## RESALE REMUNERATION COPYRIGHT ACT §38

When you as an art dealer sell a work of art, the Copyright owner (author or artist) is entitled to a small part of the sale price - this is called resale right. In general, it is 5% of the hammer price.

### How does it work?

All galleries, auction houses and art dealers who trade in art professionally must report their sales to VISDA, unless it is a first-time sale. As a trader, you have a duty to sign up for the resale right scheme.

### The artists get the money

Both Danish and foreign artists are covered by the resale right scheme. If the artist is dead, the money goes to the spouse and heirs. We pay out money once a year.

### Which works are covered?

All kinds of works of art, such as paintings, collages, drawings, engravings, prints, lithographs, sculptures, tapestries, ceramic art, glass art, photographic works, applied art, jewelry and furniture are covered.

## FØLGERETSVEDERLAG OPHAVSRETSLOVEN §38



Når du som kunsthandler sælger et kunstværk, har ophavsmanden ret til en lille del af salgsprisen – det kaldes følgeret. Almindeligvis udgør vederlaget 5 % af hammerslagsprisen.

### Hvordan fungerer det?

Alle gallerier, auktionshuse og kunsthandlere, der professionelt handler med kunst, skal rapportere deres salg til VISDA, med mindre der er tale om førstegangssalg. Som handlende har du pligt til at tilmelde dig følgeretsordningen.

### Kunstnerne får pengene

Både danske og udenlandske kunstnere er omfattet af følgeretsordningen. Er kunstneren død, går pengene videre til ægtefælle og livsarvinger. Vi udbetaler penge en gang om året.

### Hvilke værker er omfattet?

Alle former for kunstværker, som f.eks. malerier, collager, tegninger, graveringer, tryk, litografier, skulpturer, vægtæpper, keramisk kunst, glaskunst, fotografiske værker, brugskunst, smykker og møbler er omfattet.

<https://visda.dk/>

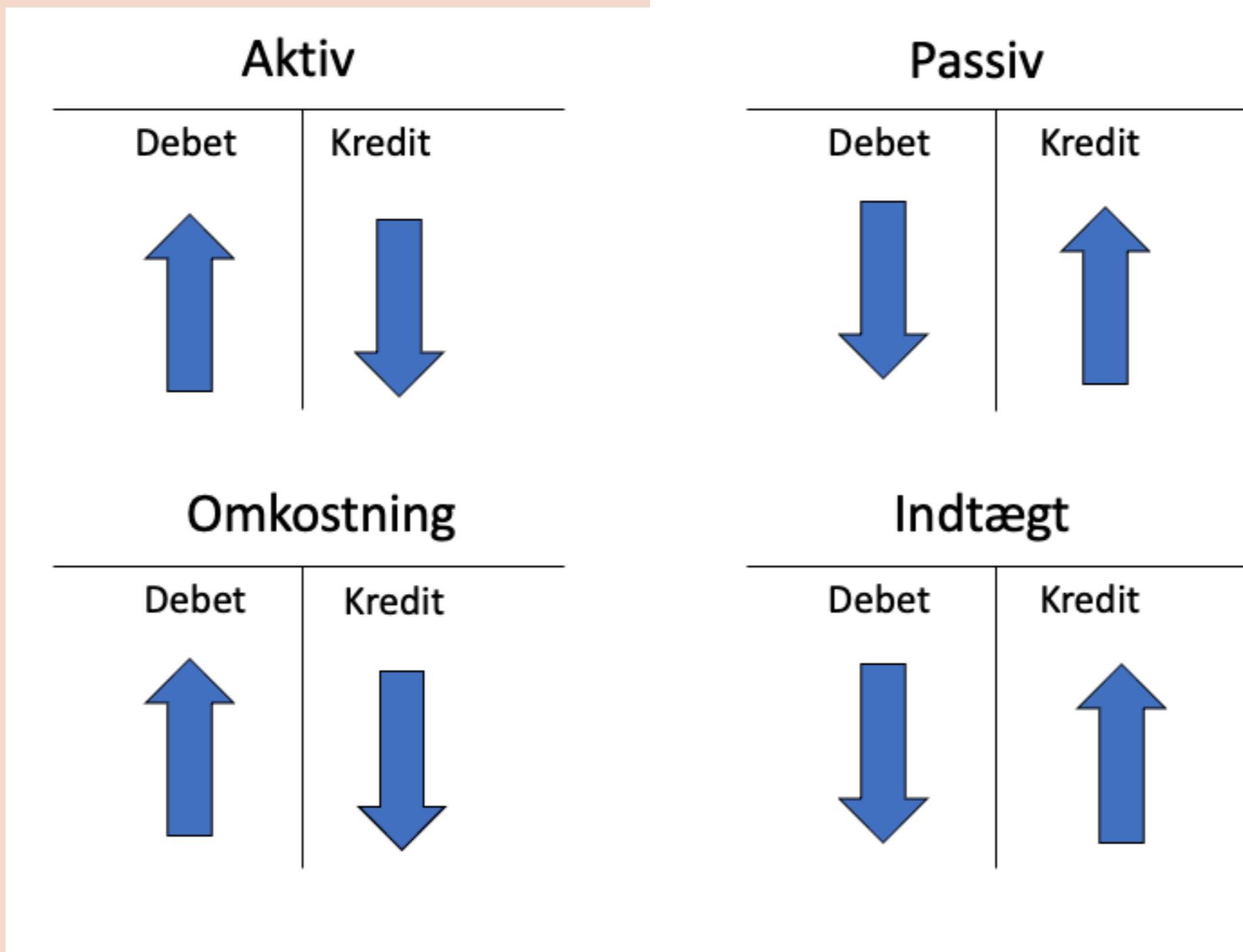
# BOGFØRING BOOKKEEPING



**- a tool for  
collecting and  
systematising  
accounting  
documents**

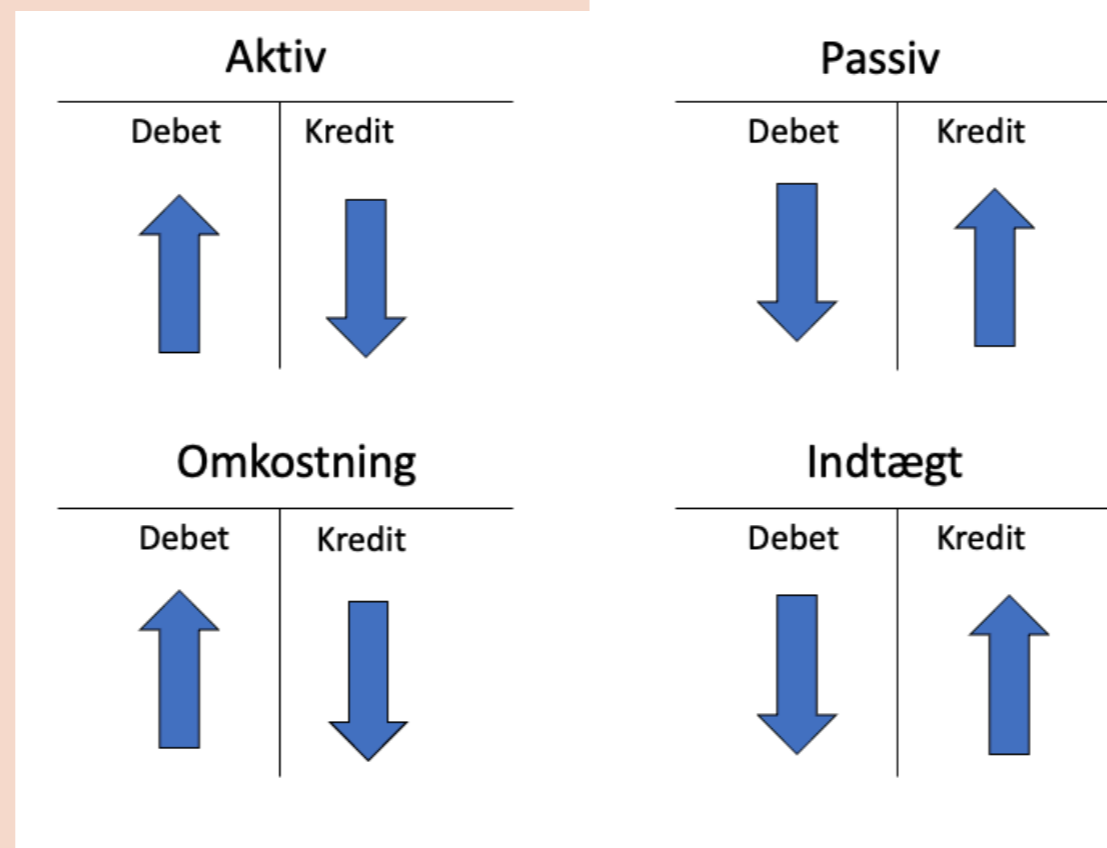
## DET DOBBELTE BOGHOLDERIS PRINCIP

### THE PRINCIPLE OF DOUBLE ENTRY BOOKKEEPING



## THE PRINCIPLE OF DOUBLE ENTRY BOOKKEEPING

The main principle of the double-entry system is that for every debit there is a corresponding credit for an equal amount of money and for every credit there is a corresponding debit for an equal amount of money; i.e., for every transaction one account is debited for the amount of transaction and the other account is credited.





# **THE PRINCIPLE OF DOUBLE ENTRY BOOKKEEPING: Example**



**Unemployment insurance - Always ask the A-kasse about your situation!**

**Maternity/paternity leave:**

<https://www.borger.dk/familie-og-boern/Barsel-oversigt/Barsel-selvstaendige>

*You can receive benefits as self employed, if you meet the following expectations:*

- *You have worked at least months in the previous 12 months.*
- *You have been working the month before you are going on leave.*
- *You have profit in your business.*
- *You have worked at least part time (18,5 hours a week) in your business.*
- *You are together with your child on a daily basis physically spending time with your child during your leave.*

**Pension**

**Business insurance (erhvervsforsikring)**

# CAKI HÅNDBØGER + MINIGUIDES + WIKI



## FINANCIAL MANAGEMENT

At CAKI, we have designed a WIKI around financial management. You will find the WIKI at the bottom of the page. Gain insight into core concepts and other relevant basic knowledge regarding economics through CAKI's economics WIKI. We hope the WIKI can better equip you and other startups to begin financial management of your businesses.

In addition, we have uploaded links to other places where you can get knowledge about how to book, make accounts, find your way in tax and VAT, etc. These can be found at the bottom of the boxes to the right.

- A-Income & A-Tax
- Accounting
- Accounting system
- AM-bidrag
- Artist VAT



CAKI miniguide to Effectuation



VAT and artist VAT



CAKI miniguide to Tax



CV for Artists and Creatives



Online portfolios for Artists and Creatives



How to develop and present your pitch



Business Registration



Pricing and negotiation



Business forms

# Opgave 1:



# YOUR PROFESSIONAL VISION

## VISION

### VISION

Your vision should set a direction for you, and it should be able to motivate you.

What are you interested in, and what ambitions do you have for your professional life?

What is your deep interest?

What motivates you?

**Ask your selves - and write down the answers:**

- What are my artistic ambitions?
- What are my financial ambitions?
- Whom would I like to collaborate with?
- Should my practice be financially sustainable?
- What does success mean to me?
- Where do I want my business to thrive?
- How and how much do I want to work?

Feel free to reflect on the questions that resonate most with you and your dreams.

# Opgave 2:

# EXTERNAL RELATIONS

**Make an analysis of your external relations:**

## Stakeholder Analysis

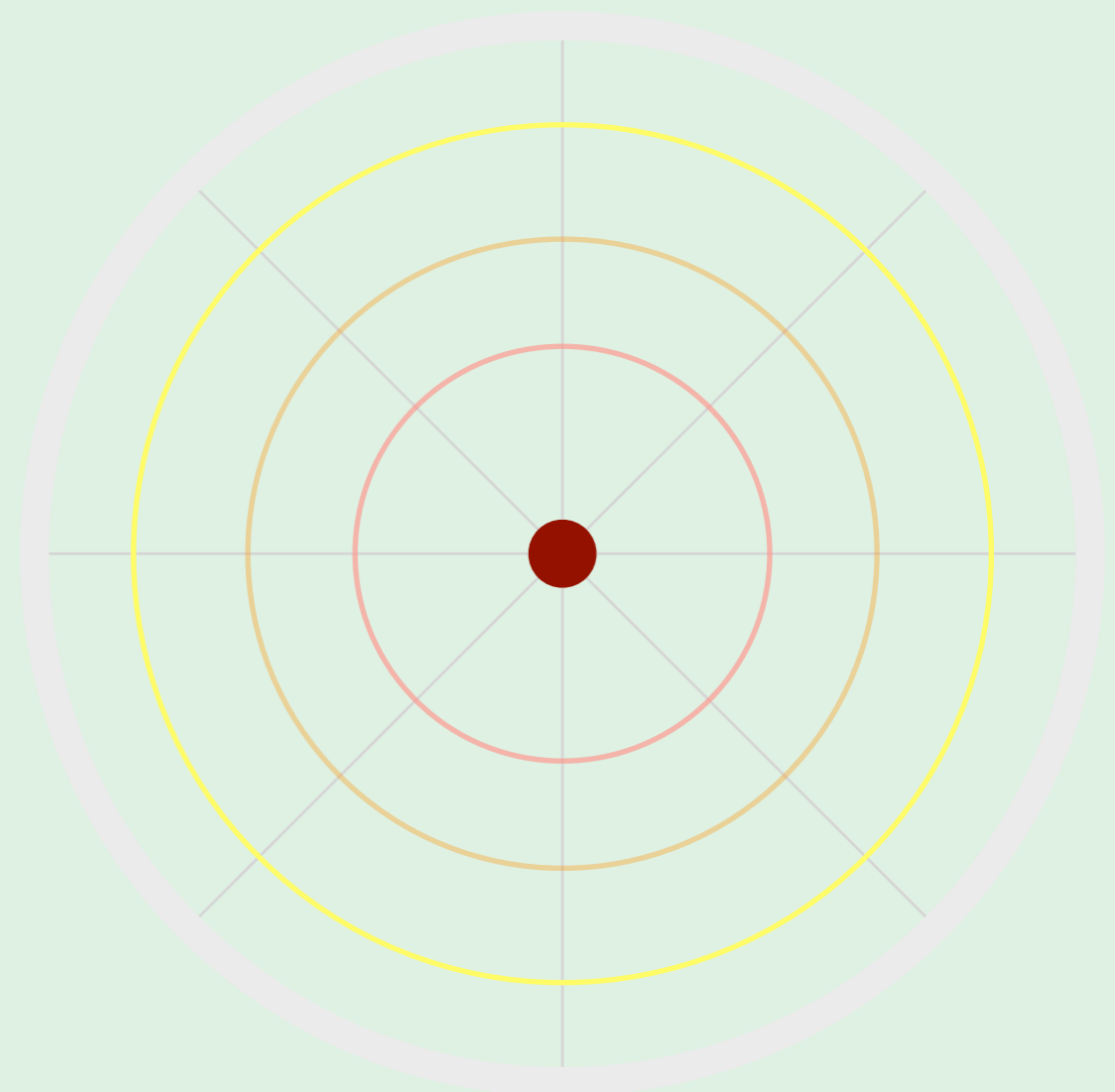
- Identify potential stakeholders who might be interested in your interests and endeavors.
- Consider individuals, groups, organizations, and communities that share similar interests or could benefit from your activities.

## Content Alignment

- Determine who else is interested in similar content or subject matter.
- Look for communities, forums, online groups, and professional networks that discuss related topics.

## Partnerships and Funding Sources

- Research potential foundations, grants, companies, organizations, and financing options that align with your goals and values.
- Explore collaborative opportunities with entities that support initiatives like yours or have a vested interest in your field.



# Opgave 3:

# ORGANISATION FORM(-S)

**Which  
organisation/business form  
fits you and your practice?**

# Opgave 4:

# DIT ARTIST STATEMENT

## Ask your selves:

What are you interested in?

What motivates you?

What is important to you in your working life?

What are your (artistic) ambitions?

What are your ambitions for a sustainable working life?

Who would you like to collaborate with?

What does success mean to you?

How would you like to earn money?

Find and reflect on the questions that resonate with you and your dreams.

Write it down. It is a basic text that you can work with further.

# Opgave 5:

**How does a day in your  
professional life  
look in five years?**



# Opgave 6:

**Practice bookkeeping!** 

**It needs your love and care and undivided attention to stay happy and serve you well - set up routines, sort out your systems.**

# PEER CONVERSATIONS!

TALK ABOUT YOUR PRACTICE AND YOUR DESIRED  
PROFESSIONAL WORKLIFE.

DISCUSS WITH YOUR PEERS WHICH ORGANISATIONAL FORM  
WILL BE THE BEST SUITABLE FOR YOU NOW AND IN THE LONG  
RUN.

TALK ABOUT MONEY.

**Tak for i dag! :)**

**Next time Friday April 5.  
(Husk tilmelding hos Lena)**

**”I pay attention this way – therefore it emerges this way.”**

## FOCUS ON THE DOUGHNUT - NOT THE HOLE

