

2017 Treasurer's Report

Paul Vetch, 27/07/17 (updated 07/08/17)

Preamble

EADH's financial accounts and budget period run from 1 January until 31 December. As a UK-registered charity EADH's bank account is in the UK, and all transactions are made and recorded in pounds sterling (GBP).

2016 Accounts

Income

As noted in December 2016, EADH's disbursement from ADHO in 2016 was £8,977, broadly as projected this time last year (£9,100). A further adjustment £2,693.98 was made in respect of AO income - this is subject to change since we have not received final figures or funds from DHd as yet.

Expenditure

As with 2015, a cautious budget was set for 2016 with minimal expenditure planned beyond core operational activities based on the assumption of a disbursement of similar levels to the previous year. Eventually 2016 actual expenditure (£8,997.10) was significantly lower than budgeted (£14,635.00).

The summary of 2016 expenditure is as follows:

Other costs (bank charges, IFE)	30%	£2,694.00
Mid-term meeting	21%	£1,873.41
EADH Days	21%	£1,932.90
Infrastructure	17%	£1,500.00
Outreach	10%	£885.04
DH officer conference attendance (AGM)	1%	£111.75
Total	100%	£8,997.10

Note the following key points (numbering corresponds with enumerated lines on the accompanying budget spreadsheet):

1. Content management costs cover the Communication Coordinator role
2. Infrastructure costs: EADH has an ongoing arrangement with Olaf Grabienski for annual maintenance on its website which was agreed in September 2015 and prepaid for one year (2016). Payment for 2017 will fall in the 2017 budget.

3. Mid-term meeting costs: an allowance of up to £100 GBP was budgeted per committee member to support attendance at the mid-term meeting. However finding other sources of financial support proved problematic for several committee members this year, and given the lower than anticipated Officers' costs, and extremely low DH attendance costs, it was agreed at the December 2016 Mid-Term Meeting that a larger allowance would be provided for Committee Members whose attendance was contingent upon it.
4. DH 2016 (AGM) officer attendance: an allowance for Officers to attend both the AGM and mid-term meetings is budgeted for in recognition of the fact that attendance of the Secretary in particular is essential and that in-kind institutional support may not always be available. Actual expenditure was very significantly less than budgeted for.
5. IFE costs were slightly higher than expected owing to a rate increase and additional time required to deal with queries.
6. 2016 outreach activities were Jan Christoph Meister (Siberia) and Elizabeth Burr and Øyvind Eide (Hamburg)
7. Sponsorship of and attendance at EADH Days.

2017 Budget

Income

EADH's 2016 budget was proposed based on the cautious assumption of income of around £7,000 GBP (based on a generally slightly downward trend in Journal profit and changes in the disbursement profile), pending confirmation of 2016 Journal income and validation by the ADHO Treasurer. At this time there is no income projection from ADHO.

AO derived income

Income from AOs in 2016 (received during the 2017 financial year) so far totals €3,222 / £2693.98 GBP, of which approximately €630 / £441 GBP will pass back to ADHO, leaving £2252.98. Note that this amount solely reflects income from AIUCD; DHd figures are as yet unknown. As yet there is no basis for predicting likely AO income in 2017.

Expenditure

As broken down on the corresponding spreadsheet, budgeted expenditure for 2017 has been set as follows:

- **Infrastructure:** 8% (£2,380.00), including continued editorial management of the website and ongoing hosting and maintenance

- **Committee Meetings:** 5% (£1,500) in respect of a backstop for midterm meeting attendance by Officers and Committee Members. Note that my expectation is that, as in 2015, actual expenditure will be significantly lower.
- **DH Conference:** 9% (£2,800) in respect of attendance by Officers and catering costs. Actual expenditure is predicted to be lower as a result of use of research allowances.
- **General expenses:** 6% (£2,000), providing a contingency for the year
- **Other costs:** 9% (£3,000), covering currency fluctuation, IFE fees, and bank charges. Currency fluctuation has been more of an issue since the Brexit announcement.
- **EADH Funded Workshops / Grants (including AO disbursement):** 49% (£15,500), distributed across Small Grants, AO Disbursement, and Bursaries.
- **Outreach:** 5% (£1,500), reduced following the discontinuation of the Social Media Correspondents roles.

Total budgeted expenditure for 2017 is, at present, £31,655.00. Actual spend to date is £6,137.81.

Report of trustees

At the time of writing the 2016 accounts have not been officially closed. Once received, the IFE report and final accounts will be circulated to the Trustees for approval. Closure of the accounts is expected in late August pending resolution of the DHd income (beyond which no adjustments to the 2016 figures presented here are anticipated).

Strategic Reserve and Planned Expenditures

As at 1 June 2017, EADH reserves (pending confirmation by IFE) stood at approximately £34,000. EADH policy is to maintain a reserve equal to 6 months' expenditure of unrestricted funds. The 2017 budget allows for a significant programme of investment (£15,500) on top of operational commitments of £16,155, totalling £31,655. Whilst this is well in excess of our projected income, the budget was deliberately set to try and achieve a reduction in our large reserve, and can be comfortably accommodated without risk to our minimum reserve level, which is approximately £8,000 (the EADH Trustees mandate that a reserve equal to not less than 6 months of operating costs, i.e. 50% of £16,155).

Reappointment of bankers and IFE

I recommend that the continued engagement of our IFE (Alexander Sloan and Co.) be confirmed.

As has previously been reported, a move from the Bank of Scotland (HBOS) to MetroBank was initiated but stalled because the charitable account offered by Metrobank was withdrawn. Operational issues with HBOS continue to be a problem - by way of illustration of the acuteness of these issues, we are at the moment temporarily unable to move funds from our account. This must now be the highest priority for the Treasurer to resolve.¹

ADHO finances overview

Pending confirmation

¹ In recent months most payments made to recipients outside the UK have been held on suspicion of fraudulent activity. This occurs without notification and has held up payments to a number of committee members and creditors.