

## Balance Sheet for June 10<sup>th</sup> 2006

	£
Current a/c balance on 2006-06-10	14088.56
90 Day Notice a/c balance on 2006-06-10	4186.02
NPC Conference a/c balance on 2006-06-10	6038.27
Journal of Graduate Education balance on 2006-06-10	666.03
Liability – NUS (Attend Convention) (2003-2004)	(30.00)
Liability – Audit (2004-2005)	(616.87)
Debtor – Accommodation at Essex OGM (assorted)	100.00
Debtor – Aston Students' Guild (aff fee less MSC accom)	210.00
Liability – Tax & NI (Apr-May)	(576.21)
<b>Net assets on 2006-06-10</b>	<b>24065.80</b>
<u>Reconciliation against Bank Statements</u>	
Current account balance on 2006-06-10	14206.86
<u>Outstanding cheque</u>	
652 Jim Ewing (Expenses)	(82.10)
726 Ismail Malik (expenses)	(36.20)
Current working balance	14088.56
90 Day Notice account balance on 2006-06-10	4186.02
Conference account balance on 2006-06-10	6220.05
<u>Outstanding cheque</u>	
062 Teresa Rees (Expenses)	(181.78)
Current working balance	6038.27
Journal of Graduate Education account balance on 2006-06-10	666.03

<b>Income</b>	<b>Budget £</b>	<b>Bdg to date</b>	<b>Actual £</b>	<b>Over / -Under</b>
Affiliations	£21,000.00	£17,500.00	£21,522.00	£4,022.00
Individual Donations	£300.00	£250.00	£82.00	-£168.00
Publications Sales	£300.00	£250.00	£0.00	-£250.00
JGE income	£150.00	£125.00	£0.00	-£125.00
Other	£129.00	£107.50	£1,025.22	£917.72
<b>Total Income</b>	<b>£21,879.00</b>	<b>£18,232.50</b>	<b>£22,629.22</b>	<b>£4,396.72</b>
<b>Expenditure</b>	<b>Budget £</b>	<b>Bdg to date</b>	<b>Actual £</b>	<b>Over / -Under</b>
<b>Staff</b>				
Salary & NI	£14,500.00	£12,083.33	£12,080.72	-£2.61
Travel & Subsistence	£1,400.00	£1,166.67	£2,014.72	£848.05
<b>Executive</b>				
Executive Expenses	£1,300.00	£1,083.33	£1,374.61	£291.28
<b>Office</b>				
Phone/Fax	£150.00	£125.00	£0.00	-£125.00
Stationery	£100.00	£83.33	£2.50	-£80.83
Copy/Print	£100.00	£83.33	£0.00	-£83.33
Postage	£150.00	£125.00	£0.00	-£125.00
Other Office	£0.00	£0.00	£0.00	£0.00
<b>Publications</b>				
Publications Expenditure	£250.00	£208.33	£748.81	£540.48
JGE expenditure	£800.00	£666.67	£0.00	-£666.67
<b>Meetings</b>				
Conference 2005	£0.00	£0.00	£1,805.09	£1,805.09
Committee Meetings	£0.00	£0.00	£0.00	£0.00
Scottish Subcommittee	£400.00	£333.33	£0.00	-£333.33
Welsh Subcommittee	£250.00	£208.33	£0.00	-£208.33
Other day seminars & meets	£0.00	£0.00	£0.00	£0.00
<b>General</b>				
Attendance at Conferences	£200.00	£166.67	£176.25	£9.58
Audit	£600.00	£500.00	£0.00	-£500.00
Affiliations	£80.00	£66.67	£6.00	-£60.67
Insurance	£1,500.00	£1,250.00	£1,161.94	-£88.06
Bank Charges/Interest	-£300.00	-£250.00	-£495.39	-£245.39
JGE Interest	-£1.00	-£0.83	-£5.54	-£4.71
Other	£0.00	£0.00	£500.00	£500.00
Contingency	£400.00	£333.33	£0.00	-£333.33
<b>Total Expenditure</b>	<b>£21,879.00</b>	<b>£18,232.50</b>	<b>£19,369.71</b>	<b>£1,137.21</b>
<b>Surplus / -Deficit</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£3,259.51</b>	<b>£3,259.51</b>
<b>Balance brought forward 2005-07-31</b>			<b>£20,806.29</b>	
<b>Current balance</b>			<b>£24,065.80</b>	

## Comparison with August-early June February 2004-2005

This table *attempts* to provide a comparison with this point last year by comparing the figures with those for the equivalent meeting last year (report compiled on June 8<sup>th</sup>). All suggestions for how to improve it are much appreciated.

<b>Income</b>	<b>Bdg 04-05</b>	<b>Act 04-05</b>	<b>Bdg 05-06</b>	<b>Act 05-06</b>
Affiliations	£22,100.00	£20,859.00	£21,000.00	£21,522.00
Individual Donations	£150.00	£50.00	£300.00	£82.00
Publications Sales	£150.00	£0.00	£300.00	£0.00
JGE income	£150.00	£0.00	£150.00	£0.00
Other	£44.00	£397.25	£129.00	£1,025.22
<b>Total Income</b>	<b>£22,594.00</b>	<b>£21,306.25</b>	<b>£21,879.00</b>	<b>£22,629.22</b>
<b>Expenditure</b>	<b>Bdg 04-05</b>	<b>Act 04-05</b>	<b>Bdg 05-06</b>	<b>Act 05-06</b>
<b>Staff</b>				
Salary & NI	£14,200.00	£11,088.68	£14,500.00	£12,080.72
Travel & Subsistence	£1,400.00	£2,023.57	£1,400.00	£2,014.72
<b>Executive</b>				
Executive Expenses	£1,400.00	£1,006.04	£1,300.00	£1,374.61
<b>Office</b>				
Phone/Fax	£300.00	£20.41	£150.00	£0.00
Stationery	£100.00	£4.90	£100.00	£2.50
Copy/Print	£150.00	£8.70	£100.00	£0.00
Postage	£200.00	£100.64	£150.00	£0.00
Other Office	£100.00	£0.00	£0.00	£0.00
<b>Publications</b>				
Publications Expenditure	£500.00	£29.68	£250.00	£748.81
JGE expenditure	£800.00	£0.00	£800.00	£0.00
<b>Meetings</b>				
Conference 2005	£0.00	-£2,081.38	£0.00	£1,805.09
Committee Meetings	£0.00	£0.00	£0.00	£0.00
Scottish Subcommittee	£750.00	£73.20	£400.00	£0.00
Welsh Subcommittee	£250.00	£49.50	£250.00	£0.00
Other day sems & meets	£0.00	£0.00	£0.00	£0.00
<b>General</b>				
Attendance at Conferences	£300.00	£10.00	£200.00	£176.25
Audit	£600.00	£0.00	£600.00	£0.00
Affiliations	£80.00	£66.00	£80.00	£6.00
Insurance	£1,400.00	£1,262.85	£1,500.00	£1,161.94
Bank Charges/Interest	-£175.00	-£319.46	-£300.00	-£495.39
JGE Interest	-£1.00	-£3.91	-£1.00	-£5.54
Other	£0.00	£0.00	£0.00	£500.00
Contingency	£240.00	£0.00	£400.00	£0.00
<b>Total Expenditure</b>	<b>£22,594.00</b>	<b>£13,339.42</b>	<b>£21,879.00</b>	<b>£19,369.71</b>
<b>Surplus / -Deficit</b>	<b>£0.00</b>	<b>£7,966.83</b>	<b>£0.00</b>	<b>£3,259.51</b>

## **Notes and Context**

Due to a prolonged illness I have not been as active as I could be and some things have slipped. However with the illness now receding I am aiming to clear up matters as quickly as possible.

I am aware that a few things sent to me have not yet reached me. Two days ago a tenant in a neighbouring flat informed me that they had received some mail addressed to our flat. As one of the other flats on our level appears to currently to be empty I am arranging with the accommodation manager to take a look on Monday to see if any other mail has been misdelivered.

## **The forthcoming audit**

This has been delayed by the illness and a failure in communication. I am intending to dispatch a copy of the various files on CD this coming week.

## **Presentation**

Following suggestions at earlier OGMs about ways to present the report, I am trying to operate a twin track comparison method.

The first, and technically easiest, is to continue the practice of including a column for predictions for the year so far. For this report, compiled in the first half of June, the calculation for each head is 10/2 of the total budget.

I am also trying to incorporate comparison figures with the previous year. Because the cash book works on payments in/payments out basis it is difficult to use the previous year's entries so far into a direct comparison due to accruals. I am currently experimenting with a copy and paste job with the financial reports for the previous year's meetings.

## **Income**

### **Affiliations**

So far we have received:

Staffordshire (new this year)  
King's College London  
Abertay Dundee (new)  
Swansea  
Edge Hill  
Glasgow  
Anglia Ruskin (formerly Anglia Polytechnic)  
University College London  
University of the Arts, London  
York  
Nottingham  
Warwick  
Institute of Education  
Salford  
Birmingham  
Bath  
St Andrews

Essex  
Hull  
Cranfield – Cranfield site  
Lancaster  
West of England  
Sheffield  
Strathclyde  
Paisley  
Sussex  
Leeds  
Worcester  
University of London Union  
UHI Millennium Institute  
Keele (new)  
Surrey  
Southampton  
Cardiff  
Bristol  
Brunel

### **Individual Donations**

So far we've had:

1 subscriber at £30

1 monthly standing order payment of £3 per month (so far £27)

1 private donation of £25

We will need to do more to increase the number of individual donors. I feel that standing orders may be a good way to maintain continuity.

**Publications Sales** None yet.

**Journal of Graduate Education income** None yet.

**Other** This comprises several matters:

A credit of £73.20 from the Bank of Scotland which was accrued on a now cancelled credit card.

Several payments totalling £952 from *News International* that were made by BACS. A phone conversation established that some of the earlier payments were due to an error in their finance office codes. I requested an invoice for reimbursement but have yet to receive it.

A 2p overpayment by an outstanding debtor from previous years on a keep the change basis.

**Income total** We're £4396.72 ahead of the nominal target and have exceeded our total target for the year.

### **Expenditure**

**Salaries** Almost on rounded target.

**Travel & Subsistence** There is a significant overspend here. The main cause of this is the need to pay travel expenses for the EuroDoc conference when their regular source of funding fell through late in the day, resulting in member organisations being asked to aid travel expenses. Also with the last two months of the year traditionally more office bound than most (due to Conference) for the General Secretary the overspend should decrease.

**Executive Expenses** A £291.28 overspend, mainly due to accommodation at the Cranfield general meeting.

**Office Expenditure in general** Still very little – Simon can update on how generous BUGS are (but check for bugs first!)/what has still to be claimed for.

**Publications expenditure** There has been a noticeable overspend here, covering a large order of headed paper (5000 sheets) which will last for some time yet. This was authorised as it works out cheaper in the long run.

**Journal of Graduate Education Expenditure** Nothing spent yet.

**NPC Conference 2005** Duncan has the various figures – a combination of illness and travel meant that between us we have yet to marry the figures. We are aiming to meeting this coming week to sort out the remainder for invoicing. Expenditure wise the most recent bill was for room hire and printing facilities. VAT was included (£222.82) which has been paid upfront but I have formally queried this to see if we can be reimbursed.

**Committee Meetings** i.e. Ordinary General Meetings. These are expected to break even. We will need to claim back from attendees' institutions for the accommodation for the Essex OGM.

**Scottish Subcommittee** i.e. NPC Scotland. Nothing spent yet.

**Welsh Subcommittee** i.e. NPC Wales/PCÔ-R Cymru. Nothing spent yet.

**Other day seminars and meetings** Nothing spent yet.

**Attendance at Conferences** This comprises of a single fee for a stand at the NUS Conference, now paid in full.

**Audit** Paid after the end of the year.

**Affiliations** Paid £6.00 to the Scottish Youth Hostels Association. The Scottish Council for Voluntary Organisations membership goes out later in the year.

**Insurance** £88.06 under – virtually hitting the rounded target.

**Bank Charges/Interest & JGE Interest** We have had one charge of £20 for taking out the credit cards and £6 for withdrawing cash for the EuroDoc trip (when Simon and I went to the Bureau De Change in Russell Square we were told it would be cheaper to buy Euros with cash than credit card).

Otherwise we are significantly ahead of target here. In part this is because the interest reflects the amounts in the accounts at any point and these have increased a bit in successive years, but also this is the first full year in which the main account has had a much more favourable rate of interest.

**Other** The £500 payment is for the International Students Festival, as voted for by the November Ordinary General Meeting.

**Contingency** Nothing spent due to contingencies not yet having arisen.