**AFINet Report from the Treasurer: For consideration at the AGM to be held on**

**Thursday, 14th September 2023, 15.30 UK time**

***1. AFINet’s financial status and Bank Account***

AFINet is officially a ‘small charity’ (a small Non-Governmental Organisation or NGO) registered as such with the UK Tax authorities in the UK. We have an AFINet bank account with the UK Co-operative Bank. Our account is a Community Directplus account: a type of account provided by the Co-operative Bank specifically for small charities and other community or voluntary groups, which offers free banking facilities. This is especially advantageous for small charities, as having a normal ‘business’ account incurs quite large banking charges which would erode the limited funds which small charities like ours have.

***2. AFINet’s Financial Governance***

Because AFINet does not charge any membership fees, our income and the number of transactions is very small. As Treasurer, I deal with this, very ably helped by Gill Velleman, and I provide reports to the Trustee Meetings. Previously when Gallus Bischof was one of AFINet’s Trustees, he took on the task of taking responsibility for periodically overseeing our accounts and ensuring that all is being undertaken honestly, a responsibility that he has continued since becoming AFINet’s Chair.

***3. AFINet’s Income and Expenditure (for the year between 28th Sept 2022- 14th Sept 2023).*** *NB All numbers have been rounded to the nearest pound, which explains the occasional minor rounding error below.*

***Balance that was carried forward from the previous year, as reported at the AGM on 29th September 2022: £4,346***

**Income *for the year between 28th Sept 2022- 14th Sept 2023***: At present, our only sources of income are:

* charging an extra percentage to organisations where we run training or other work related to the 5-Step Method. Since the September 2022 AGM we have received **£1,952**. (In total £4,639 was received from three organisations, of which £2,687 was paid out on costs incurred in running those training courses. I am mentioning the overall income here, but have only included in ‘Income’ the residual income, nor have I included the costs and expenses below under ‘Expenditure’);
* asking for donations for the Webinars. This has generated a further **£76** since the last AGM;
* for the September 2022 AFINet on-line conference, we decided to make a small charge (on a sliding scale, differentiating members from non-members, and those from a LMIC, and students). By the time of the last AGM, this had generated £1,515. An additional **£297** was then received after the last AGM.
* the June 2023 AFINet Rotterdam conference. The accounts from Rotterdam University are not yet available so this will be presented in a separate report.
* a transfer from a previous holding account of **£98**. This account has now been closed.

In sum then, our overall **Income received** since the September 2022 AGM [excluding any amounts from the Rotterdam Conference, see bullet point above] equals **£2,424** plus the balance brought forward **of £4,346 outlined above,equals £6,770.**

**Expenditure *for the year between 28th Sept 2022- 14th Sept 2023***: There have been three areas of expenditure:

* **Ongoing core web costs = £2,798.** Our Website Administrator also processes the Membership applications and issues login-in details. We pay for his time for both of these functions. As well as these, there are also various regular or annual charges (such as for the website domain name). On top of the regular ongoing work maintaining the website and communicating with members and others (such as sending out 6-monthly Newsletters, responding to enquiries, sending round occasional mail-shots, etc) we have had a large increase in membership over the past 12 months which has therefore increased the time spent by the administrator in processing these applications, and there was also a lot of time spent related to the Rotterdam Conference (such as uploading versions of the Programme, uploading the PowerPoint presentations and Video recordings after the Conference etc.);
* **Conference expenses = £272** [this amount is likely to change once the final accounts from Rotterdam University become available];
* **Work on developing resources for the 5-Step Method:** Developing a self-guided package and developing a website/accreditation scheme = **£2,500**

Our overall expenditure since the September 2022 AGMequals **£5,570.[[1]](#footnote-1).**

***4. AFINet’s Financial position***

**The current funds are £1,200.**

**Estimate from the Rotterdam Conference, and any possible 2024 on-line Conference**

It is certain that the Rotterdam conference will have generated a significant profit for AFINet, which could be as much as £22,000 [partially because Doreen van Namen was so successful both in generating sponsorship for the Conference and in getting many components such as rooms, free of charge]. Once the accounts are finalised, some of these funds will be transferred to the AFINet Account, up to the maximum limit allowed within our Charitable Status; the balance will be transferred to Montreal University so they can be used for bursaries for the next face-to-face conference which will be run in Quebec in 2025.

In addition, if we run an on-line conference in 2024, this is likely to also generate additional funds of around £1,500, similar to the 2022 on-line Conference.

**Anticipate expenditure next year**

For the future year (September 2023-September 2024), we anticipate the following expenditure, amounting to **£4,500.**

* Ongoing core web costs = **£2,500**
* Ongoing development of 5-Step Method self-guided materials and web development = **£1,500**
* Potential expertise to assist in reformatting the newsletter and in developing our mailshot capacity = **£500**

In terms of other income for the future year, aside from the Conference income outlined above, we may receive further income related to running either training or accreditation for the 5-Step Method, but whether, and if so how much, is unknown at present.

As can be seen, the on-going website expenditure is a major expense. However if we (AFINet) continue to run a bi-annual face-to-face conference with an online one on the intervening years, then these costs will be covered. All the costs and expenditure related to any 5-Step Method work is covered by income received from work related to the 5-Step Method, usually via those delivering this work charging organisations, where we run training or other work, an extra percentage which is then passed directly to AFINet.

As reported in previous Treasurer’s Reports, if in the future the Trustees and the membership decide that we need to expand the work undertaken, the Trustees will need to consider whether we should change our ‘charity’ status to becoming a fully registered charity: one which would allow us to earn more and still remain a charity. If we did this, we would also need to revisit the decisions (which have been re-examined a number of times) both to remain an ‘Individual’ membership organisation (that is, we do not accept corporate or organisational membership, for many relevant reasons) and one that does not charge membership fees. However, applying to become a ‘full’ charity is quite a large undertaking, so until this proves necessary, we expect to remain as we are for at least the next two years.

***My thanks to other Trustees***

As Treasurer of the Trustee group, I would like to express my thanks to the other Trustees, to Gallus Bischof for providing financial oversight, and especially to Gill Velleman who has provided considerable assistance with the finances and on-line banking transactions; it has been a pleasure to work with you all.

**Richard Velleman, Treasurer, AFINet Trustees**

8 September 2023

1. [On top of this, as outlined above under ‘income’, we received £4,639 from two organisations to run 5-Step Method training courses, of which £2,687 was paid out on costs incurred in running those training courses. I have described this above, and stated that I only included under ‘Income’ the residual income [£1,952] after deduction of the expenses, and hence I did not re-add those expenses here as a separate expenditure.] [↑](#footnote-ref-1)