

AHE Conference
University of the West of England
13th -15th July 2007

Treasurers's Report

Dear all,

First of all apologies for not being at the conference. I have just completed running the PG workshop, which ran very well, with Wendy Olsen, Steve Fleetwood and Andrew Mearman, and time generally and with my family is pressing!

Second, some financial data 2006-2007

| <u>Source</u> | <u>£</u> | <u>£</u> | <u>£</u> |
|--------------------------------------|----------------|-----------------|-----------------------|
| Opening balance | | | 6823.19 |
| Membership Fees 2006 | 149.85* | | |
| Conference expenses 2006 | | | |
| Admin/expenses/printing/student help | | 4138.02 | |
| LSE Rooms etc | | 3659.00 | |
| UCL Rooms etc | | 2780.58 | |
| Fees etc | 7303.00 | | |
| Donation F Lee (student expenses) | 70.00 | | |
| Student meeting expenses | | 46.70 | |
| ICAPE membership | | <u>105.46</u> | |
| Membership Fees 2007 | 200.00 | | |
| | <u>7772.85</u> | <u>10729.76</u> | <u>-3056.91</u> |
| Closing Balance | | | <u>3816.28</u> |

*A € payment implied not full cost covered

Last year's conference had a severe impact on the surplus of around £6k that we have managed to maintain over the years and which, in my opinion is a safe figure to meet the costs of underwriting the conference and any related problems that might occur. Lessons need to be learned.

Room costs, and some buffet refreshment was hugely expensive at the LSE and UCL. Secondly we funded a considerable amount of student help, a pattern not undertaken before when staff volunteered their labour. Dare I say it but some accrued surplus value got redistributed here!

Some Comments:

- 1) A sensible financial plan for future conferences is a must. Last year we strayed from convention. This year Andrew devised a cash flow model based on fees and we budgeted carefully for accommodation and other expenses.
- 2) If you are going to pay for conference support then this should be built into the plan at the outset as the conference is the only source of AHE funds.
- 3) Clear control of conference organisation is a must. Do not just volunteer because the spirit is willing. This is a serious undertaking and another episode could jeopardise the AHE's financial resources (I accept the self organisation and rebirth is possible etc, etc). If you are out of your depth, seek help, if the burden is too great seek help. Cross check your plan with others.
- 4) Next year you may want to think about recouping some surplus.

Good luck to the new officers and conference organisers. Please contact me if you ever need some comments, guidance on plans etc I am only too willing to help.