

TEI Consortium

Treasurer's Report 2002

Claus Huitfeldt, 29 October 2003

Summary

In 2002, the consortium's second year, income as well as expenses were considerably lower than budgeted. The result was negative, as budgeted. However, this negative result was bigger than budgeted, and consumed almost the entire positive result from 2001. The figures are as follows:

	Budget	Result
Income	403 382	248 837
Expenses	410 382	261 816
Result	-7 000	- 12 978

The result for 2001 was USD 13 244. Therefore, the result for the two years taken together is still on the positive side (i.e. USD 267).

The reduced income is due above all to lower income from membership fees and project grants.

The reduced income has been compensated by reduced spending, above all on activities (such as meetings, work groups etc.)

IRS Report 2002

The IRS report is based on cash accounting, and shows income and expenses as registered on the TEI bank account in the calendar year 2002.

Thus, this report includes income and expenses accrued in 2001 but paid/received only in 2002, as well as income and expenses for 2003 accrued in 2002.

Results 2002

This report is based on accrual accounting. The first column shows the budget for 2002 as of October the same year, the second column shows the actual results for 2002, and the last three columns show the accrual accounting year, so as to facilitate comparison with the IRS Report.

Please note that the NEH project has been accounted for separately, and that only those parts of the NEH project expenses that have actually been paid by the Consortium show up in the results. Furthermore, expenses related to the NEH budget as well as host in-kind cash contributions have been reported as host expenses.

NEH 2001-2002

Except as indicated in notes, the NEH income and expenses comes in addition to those accounted for in the TEI Results for 2002

Date prepared: 06/10/2003

Period: Through 12/31/2002

Income

Member and subscriber fees:

Members	102 500,00	
Subscribers	<u>1 700,00</u>	
Sub total, Members etc		104 200,00

Other income:

Host contributions (other expenses)	4 367,80	
Training sessions	800,00	
TEI Guidelines (sale)	735,00	
Interest earned	<u>232,28</u>	
Sub total, other income		6 135,08

Total income

110 335.08

In-kind contributions:

Staff: In-kind contributions

Bergen	29 373,00	
Oxford	30 000,00	
Brown	37 200,00	
UVA	<u>9 600,00</u>	
Sub total, staff in-kind contributions		106 173,00

Other in-kind contributions from hosts

UVA, directly paid expenses	400,00
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Total in-kind

106 573,00

TOTAL INCOME IN 2002, incl. in-kind contributions

216 908,08

BALANCE

Expenses		Income	
Debits		Credits	
Staff (in-kind)	106 173,00	In-kind contributions (staff)	106 173,00
In-kind expenses at hosts	400,00	In-kind expenses at hosts	400,00
Staff (paid by TEI)	32 151,65	Hosts contributions (other expenses)	4 367,80
Board meetings	17 611,28	Membership (inst.)	102 500,00
Annual Conference/Members' meeting	19 451,29	Subscribers (indiv.)	1 700,00
Council meetings	5 547,69	Sponsors	0,00
Work Groups	7 262,45	Training sessions	800,00
Travel, staff	4 069,84	ACH TEI account	0,00
Training sessions	800,00	NEH	0,00
Insurance	1 221,00	Interest earned	232,28
Accounting and audit service	7 600,00	TEI Guidelines (sale)	735,00
TEI guidelines (incl. Service charges)	17 538,30		
Representation/PR	1 620,37		
Operational expenses	1 654,02		
Membership in other org.	1 000,00		
	224 100,89		
Bank account, net transactions for 2002	-7 192,81		
	216 908,08		216 908,08

Bank account:

Beginning balance, Jan 01, 2002	58 202.64
Sum, transactions 2002	-7 192.81
Per December 31, 2002	51 009.83

TEI Consortium: Results 2002										
Last changes: June 09, 2003. Claus Huitfeldt										
	Budget			Result			Accounted in 2002	Accounted in 2003	Accounted in 2002, concerns 2001	Notes
	Sub total	Total	Grand total	Sub total	Total	Grand total				
INCOME										1
MEMBERS AND SUBSCRIBERS										
Members	167 600			110 148			102 500	1 000	6 648	
Subscribers	2 500			1 500			1 700	-200		
		170 100			111 648					
PROJECTS										
Hosts, directly paid expenses	0			4 368			4 368			
NEH project	65 982			24 482				24 482		
Grants from research funds	50 000			0						
		115 982			28 850					
SERVICES										
Training courses	2 000			800			800			
Annual Conference/Members' Meeting	3 000			0			0			
TEI Guidelines (per June 30, 2002)	5 000			735			735			
Certification Program	5 000			0						
		15 000			1 535					
HOST IN KIND CONTRIBUTIONS										
Bergen	25 000			29 373			29 373			
Oxford	30 000			30 000			30 000			
Brown	37 200			37 200			37 200			
UVA	10 000			10 000			10 000			
		102 200			106 573					
MISCELLANEOUS										
Interest	100			232			232			
		100			232					
	403 382			248 838			216 908	25 282	6 648	

EXPENSES						
ACTIVITIES						
Board meetings	28 000		19 826	17 611	2 215	
Council meetings	28 000		5 548	5 548		
Work groups	26 000		5 833	7 262		-1 429
Annual Conference/Members' meeting	15 000		7 906	19 451	731	-12 276
Travel staff	10 000		-562	4 070	243	-4 875
Training courses	2 000		800	800		
Certification Program	5 000		0			
TEI Guidelines (per June 30, 2002), incl. service charges	22 000		17 538	17 538		
	136 000		56 890			
PROJECTS						
NEH project	65 982		0			
Expenses paid by hosts included in <i>STAFF (and other expenses at hosts)</i>	0		0			
	65 982		0			
STAFF (and other expenses at hosts)						
Bergen	50 000		54 373	29 373	25 000	
Oxford	74 000		68 090	38 000	32 502	-2 412
Brown	57 200		65 202	61 352	13 333	-9 483
UVA	10 000		10 000	10 000		
	191 200		197 665			
MISCELLANEOUS						
Insurance	1 200		1 221	1 221		
Accounting and audit services	5 000		4 700	7 600	2 500	-5 400
Representation/PR	5 000		-1 319	1 620		-2 939
Operational ex.	5 000		1 654	1 654		
Membership in other organizations	1 000		500	1 000	-500	
Correction of travel, reported double in status for 2001			505			505
	17 200		7 261			
Total expenses 2002	410 382	261 816	224 101	76 025	-38 310	
RESULT						
Result 2002	7000	-7000	-12978	-7193	-50743	44958
Result 2001	13245	13245	13245			
Result 2001 + 2002	20245	6245	267			

NOTES

- 1 Incl \$ 400 direct paid expenses.
- 2 Included in staff expenses at hosts
In addition: direct paid expenses = \$4 368. Staff
- 3 payment: less than budget
Staff payment = \$ 8 001,97 more than budget. This
- 4 will be deducted from 2003 staff payment.
- 5 In addition: 400 paid by UVA
- 6 Incl \$ 400 direct paid expenses.

TEI Consortium: NEH project 2001-2002

Last changes: June 15, 2003. Claus Huitfeldt

NB: Does not include cost sharing

Financial Report 1 May 2001 -- 31 December, 2002								
	Budget 2001-03		Spent in 2001		Spent in 2002		Remaining budget	
	Sub Total	Total	Sub Total	Total	Sub Total	Total	Sub Total	Total
Staff								
Bergen	18 334				1 665		16 669	
Oxford	19 166		20 000		10 989		-11 823	
Brown	7 500		4 167		11 828		-8 495	
UVA	27 500				3 125		24 375	
Sub total		72 500		24 167		27 607		20 726
Travel								
Work group	34 000				6 459		27 541	
Other	20 005						20 005	
Sub total		54 005		0		6 459		47 546
Other								
Sub total		5 200		0		0		5200
Grand Total		131 705		24 167		34 066		73 472
Note: All expenses except staff expenses for Bergen, Oxford and Brown in 2002 (totalling 24 482) have been paid directly from UVA								