

TEI Consortium Treasurer's Status Report for 2003 and proposed budget for 2004

Claus Huitfeldt, 31 October 2003

Summary

The budget for 2003 approved by the Board in October 2002 totalled USD 253 950. By Summer it was clear that income, especially from membership and grants, would be considerably lower than expected and the budget was reduced to USD 240 672. The current projection for 2003 suggests further reduction to USD 236 288.

This reduction in income has necessitated a corresponding reduction of a number of figures on the expense side. The greatest reduction has affected the host expenses, which have been reduced by approx 12 000 USD compared to the original budget.

The Board will have to discuss how to deal with this deficit in the upcoming Board meeting. The current projection implies that the activities of the hosts be reduced correspondingly. Another possibility might be to ask the hosts to cover the deficit, or to charge for work done in 2003 only in 2004.

In the enclosed detailed budget report the first column presents the revised budget for 2003 as discussed by the Board in its June meeting and approved by the Board in July. The second column presents income and expenses as of October 17, 2003, and the third column contains the Treasurer's current projection for 2003.

It should be noted that this budget includes all income and expenses for the NEH Grant given to the University of Virginia.

Further enclosed is the Treasurer's proposed budget for 2004, to be discussed by the Board at its meeting in Nancy November 9, 2003.

TEI Consortium: Budget 2003

Last changes: Oct 31, 2003. Claus Huitfeldt

NB: The entire NEH Grant is included in this budget.

INCOME

	Budget for 2003 (as of July 2003)			Income and expenses for 2003 as of October 17, 2003			Projection for 2003 as of October 17, 2003		
	Sub total	Total	Grand total	Sub total	Total	Grand total	Sub total	Total	Grand total
MEMBERS AND SUBSCRIBERS									
Members	110 000			90 500			105 500		
Subscribers	2 000			1 550			2 000		
		112 000			92 050			107 500	
PROJECTS									
NEH project	73 472			28 698			73 472		
		73 472			28 698			73 472	
SERVICES									
Training courses	2 000						2 500		
Annual Conference/Members' Meeting	3 000						7 716		
TEI Guidelines	5 000			7 716					
		10 000			7 716			10 216	
HOST (in kind and cash)									
Bergen	10 000			4 741			10 000		
Oxford	15 000						15 000		
Brown	10 000			1 465			10 000		
UVA	10 000			7 400			10 000		
		45 000			13 606			45 000	
MISCELLANEOUS									
Interest	200			54			100		
		200			54			100	
Total income			240 672			142 124			236 288

EXPENSES

	Budget for 2003 (as of July 2003)			Income and expenses for 2003 as of October 17, 2003			Projection for 2003 as of October 17, 2003		
	Sub total	Total	Grand total	Sub total	Total	Grand total	Sub total	Total	Grand total
ACTIVITIES									
Board meetings	6 000						10 000		
Council meetings	6 000			8 992			8 992		
Work groups (other than NEH)	13 000			16 277			22 000		
Annual Conference/Members' meeting	10 000						10 000		
Travel staff	2 000			243			243		
Training courses	2 000								
TEI Guidelines (incl. service charges)	500			1 345			1 345		
		39 500			26 857			52 580	
PROJECTS									
NEH project, work group travels	33 000			20 708			33 000		
NEH project, other expenses	1 472			128			1 472		
		34 472			20 836			34 472	
STAFF and other expenses at hosts									
Bergen	45 000			28 121			38 800		
Oxford	45 000			11 933			41 000		
Brown	32 000			14 559			29 000		
UVA	35 000			9 900			32 500		
		157 000			64 513			141 300	
MISCELLANEOUS									
Insurance	1 400						1 400		
Accounting and audit services	3 500			2 500			3 500		
Representation/PR	2 300			152			500		
Operational ex.	2 000			817			2 000		
Membership in other organizations	500			0			500		
		9 700			3 469			7 900	
Total expenses			240 672			115 675			236 252

RESULT

Result 2003		0	26 449	36
Result 2002		267		267
Accumulated result	0	267		303

Due to reduction of the total budget for 2003 in June 2003, the available budget for staff and other expenses at host institutions has been reduced considerably for the Bergen, Brown and Oxford hosts.

The original budget for Bergen was 50.000, for Oxford 55.000, and for Brown 42.000.

In the event of any extra income (or decrease in expenses) compared to the current budget, compensating this decrease of the staff budget will have first priority.

NEH Budget for 2003							
Last changes: October 30, 2003 Tone Merete Bruvik							
		Budget 2003		Spent until now		Remaining budget	
		Sub Total	Total	Sub Total	Total	Sub Total	Total
Staff							
	Bergen	4 000				4 000	
	Oxford	5 000				5 000	
	Brown	5 000		5 361		-361	
	UVA	25 000		2 500		22 500	
	Sub total		39 000		7 861		31 139
Travel							
	Work group	30 000		20 709		9 291	
	Other	3 000				3 000	
	Sub total		33 000		20 709		12 291
Other							
	Sub total		1 472		128		1 344
Grand Total			73 472		28 698		44 774

TEI Consortium: Budget 2004

Last changes: October 31, 2003. Claus Huitfeldt

INCOME

	Projection for 2003 as of October 17, 2003			Proposed budget for 2004		
	Sub total	Total	Grand total	Sub total	Total	Grand total
MEMBERS AND SUBSCRIBERS						
Members	105 500			110 000		
Subscribers	2 000			2 000		
		107 500			112 000	
PROJECTS						
NEH project	73 472			0		
		73 472		0		
					0	
SERVICES						
Training courses						
Annual Conference/Members' Meeting	2 500			3 000		
TEI Guidelines	7 716			5 000		
		10 216			8 000	
HOST CONTRIBUTIONS						
Bergen	10 000			10 000		
Oxford	15 000			15 000		
Brown	10 000			10 000		
UVA	10 000			10 000		
		45 000			45 000	
MISCELLANEOUS						
Interest	100			200		
		100			200	
Total income			236 288			165 200

EXPENSES

	Projection for 2003 as of October 17, 2003			Budget for 2004		
	Sub total	Total	Grand total	Sub total	Total	Grand total
ACTIVITIES						
Board meetings	10 000			10 000		
Council meetings	8 992			10 000		
Work groups	22 000			20 000		
Annual Conference/Members' meeting	10 000			4 000		
Travel staff	243			1 000		
Training courses						
TEI Guidelines (incl. service charges)	1 345			500		
		52 580			45 500	
PROJECTS						
	33 000					
	1 472					
		34 472				
STAFF (and other expenses at hosts)						
Bergen	38 800			35 500		
Oxford	41 000			35 500		
Brown	29 000			30 500		
UVA	32 500			10 000		
		141 300			111 500	
MISCELLANEOUS						
Insurance	1 400			1 500		
Accounting and audit services	3 500			2 500		
Representation/PR	500			1 700		
Operational ex.	2 000			2 000		
Membership in other organizations	500			500		
		7 900			8 200	
Total expenses			236 252			165 200