

TEI CONSORTIUM
2003
Report from the Honorary Treasurer
Daniel Apollon

Summary

In contrast to the previous budget year, in 2003, the consortium's third year,
(a) the large gap between budgeted incomes and expenses and result was resolved bringing more realism, and less ambition into our financial projections,
(b) the negative result was also turned to a weak positive result resulting in an accumulated result (adding balance from 2002) amounting to 5 438 USD

Budget Year	2002		2003	
	Budget	Result	Budget	Result
Income USD	403 382	248 837	240 672	222 621
Expenses USD	410 382	261 816	240 672	217 449
Results USD	-7 000	-12 978	0	5172

Results 2003

This report is based on accrual accounting. The first column shows the budget for 2003 as of July 2003, the second column shows the actual results for 2003.

Comments

1. Membership fee income appears to be lower than expected/budgeted.
2. The discrepancy between budgeted: 73 472 USD against the 52 154 USD result for the *NEH Project* is due to the initial projection of 73 472 USD as income from the NEH project in the budget for 2003. However, only 52 154 USD was actually accounted for. UoB has not reimbursed UoV in connection with the NEH grant, since the grant was paid to UoV. Accordingly, UoV did not send an invoice to TEI-C for money which was paid directly to UoV. The NEH project was administered from UoV, while all hosts contributed to activities related to the grant. Additionally UoV has covered travel expenses for the 'migration work group' (SGML to XML). While the grant was kept outside the 2002 financial report, the 2003 accountancy reflects a new set of procedures: all host were asked to send a bill reflecting their in kind NEH contribution to TEI-C. These bills were sent further from the executive office in Bergen to UoV where all detail records are kept. Approximately 50% of the NEH grant was incorporated into the TEI-C budget for 2003, of which, again, approximately 50% was registered in our accountancy.
3. UoV has a "Staff and other expenses at hosts" budget of 25 000 USD in 2003, which was used to cover "a technical writer", but the result for 2003 was 15 000 USD here.
4. Oxford Staff expenses have been lower than budgeted 30 000 USD against 21 995 USD result.

5. The hosts have contributed significantly more than budgeted.

IRS Report 2003

The IRS report is based on cash accounting, and shows income and expenses as registered on the TEI bank account in the calendar year 2003.

Thus, this report includes income and expenses accrued in 2002 but paid/received only in 2003, as well as income and expenses for 2004 accrued in 2003.

Bergen, Norway 2004, October 18th

Daniel Apollon
Honorary Treasurer

TEI Consortium: Results for 2003

Last changes: Oct 16, 2004. Tone Merete Bruvik
All numbers in US Dollars

INCOME

	Budget for 2003 (as of July 2003)			Results for 2003 (calculated Oct. 10, 2004))			Notes
	Sub total	Total	Grand total	Sub total	Total	Grand total	
MEMBERS AND SUBSCRIBERS							
Members	110 000			103 750			
Subscribers	2 000			1 950			
		112 000			105 700		1)
PROJECTS							
NEH project	73 472			52 154			
		73 472			52 154		2)
SERVICES							
Training courses	2 000						
Annual Conference/Members' Meeting	3 000			189			
TEI Guidelines	5 000			7 716			
		10 000			7 905		
HOST CONTRIBUTIONS							
University of Bergen - Aksis	10 000			12 304			3)
Oxford University	15 000			31 098			
Brown University	10 000			21 000			
University of Virginia	10 000			8 000			
		45 000			72 402		4)
MISCELLANEOUS							
Interest	200			60			
		200			60		
Total income			240 672			238 221	

EXPENSES

	Budget for 2003 (as of July 2003)			Results for 2003 (calculated Oct. 10, 2004))			
	Sub total	Total	Grand total	Sub total	Total	Grand total	
ACTIVITIES							
Board meetings	6 000			2 129			
Council meetings	6 000			9 003			
Work groups (other than NEH)	13 000			6 813			
Annual Conference/Members' meeting	10 000			13 624			
Travel staff	2 000			0			
Training courses	2 000			0			
TEI Guidelines (incl. service charges)	500			1 345			
		39 500			32 914		
PROJECTS							
NEH project, work group travels	33 000			33 257			
NEH project, other expenses	1 472						
		34 472			33 257		
HOST CONTRIBUTIONS							
University of Bergen - Aksis	10 000			12 304			3)
Oxford University	15 000			31 098			
Brown University	10 000			21 000			
University of Virginia	10 000			8 000			
		45 000			72 402		4)
STAFF and other expenses at hosts							
University of Bergen - Aksis	35 000			28 800			
Oxford University	30 000			21 965			
Brown University	22 000			24 000			
University of Virginia	25 000			15 000			
		112 000			89 765		5)
MISCELLANEOUS							
Insurance	1 400			0			6)
Accounting and audit services	3 500			2 400			
Representation/PR	2 300			644			
Operational ex.	2 000			1 166			
Membership in other organizations	500			500			
		9 700			4 711		
Total expenses			240 672			233 049	

RESULT

Result 2003		0		5 172
Result 2002		267		267
Accumulated result	0	267	0	5 438

Notes

- 1): Membership and subscription income were lower than expected.
2): The income from the NEH Project was lower than expected. The NEH grant was managed by University of Virginia, and a significant part of the expenses in 2003 was paid directly by them and did not passed by the TEI-C accounting system, a separate report on this has to be put forward.
3): The in-kind contribution from the hosts are both on the expenses side and on the income, this is done this way in the budget to make the in-kind contribution from the hosts visible.
4): The budget for the hosts was reduced in October 2003 as it was clear at the income would be lower than expected in budget from June. The hosts agreed to give more in in-kind contribution (the total ended up at \$72402, an increase of \$27404 compared to the June budget).
5): As the hosts agreed to give more in in-kind, the reimbursement for staff and other expenses at the hosts where reduced with \$22235, from \$112000 down to \$89765.
6): There was not paid any insurance in 2003 because the insurance was not prolonged in 2003 due to a misunderstanding. A new insurance agreement was set up in 2004.

TEI Consortium: IRS Report 2003

Date prepared: 06/10/2004

Accounting 2003

Period: Through 12/31/2003

INCOME STATEMENT AND BALANCE SHEET

Income

Member and subscriber fees:

Members	101 950,00	
Subscribers	<u>1 900,00</u>	
Sub total, Members etc		103 850,00

Other income:

Host contributions (other expenses)		
Training sessions	189,35	
TEI Guidelines (sale)	<u>7 716,00</u>	
Interest earned	<u>59,80</u>	
Sub total, other income		<u>7 965,15</u>

Total income **111 815,15**

In-kind contributions:

Staff: In-kind contributions

Bergen	12 304,05	
Oxford	31 098,00	
Brown	21 000,00	
UVA	<u>7 400,00</u>	
Sub total, staff in-kind contributions		71 802,05

Other in-kind contributions from hosts

Directly paid expenses	<u>0,00</u>	
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Total in-kind **71 802,05**

TOTAL INCOME IN 2003, incl. in-kind contributions **183 617,20**

BALANCE

Expenses		Income	
Debits		Credits	
Staff (in-kind)	70 148,00	In-kind contributions (staff)	70 148,00
Staff (paid by TEI)	112 758,72	Hosts contributions (other expenses)	0,00
Board meetings	2 747,74	University Hosts	0,00
Members meeting	311,70	Membership (inst.)	101 950,00
Council meetings	9 003,22	Subscribers (indiv.)	1 900,00
Working Groups	6 813,43	Sponsors	0,00
Travel, staff	243,30	Training sessions	189,35
Training sessions	0,00	ACH TEI account	0,00
Insurance	0,00	NEH project, income	0,00
Accounting and audit service	4 900,00	Interest earned	59,80
Annual Conference	0,00	TEI Guidelines (sale)	7 716,00
Service charges: TEI guidelines	1 345,00		
Publishing	0,00		
Representation/PR	644,39		
Operational expenses	1 102,71		
Membership in other org.	0,00		
NEH project, expenses	5 257,57		
	215 275,78		
Bank account, net transactions for 2003	<u>-33 312,63</u>		
	<u>181 963,15</u>		<u>181 963,15</u>

Bank account:

Beginning balance, Jan 01, 2003	51 009,83
Sum, net transactions 2003	<u>-33 312,63</u>
Per December 31, 2003	<u>17 697,20</u>

TEI Consortium
Treasurer's Status Report for 2004
and proposed budget for 2005

Summary

The budget for 2004 approved by the Board in Nancy, October 2003 totaled USD 160 200 expenses against USD 160 200 incomes with an accumulated result amounting to 5 437 USD.

By September 2004 only 79 957 USD of the budgeted income was accounted for. However, the predicted result for 2004 has been adjusted to 147 526 USD (incoming member fees, and contributions from the hosts).

Expenses budgeted to 160 200 USD are predicted to be somewhat lower: 156 287 USD of which only 31 046 USD have been registered by September 2004.

The 2004 budget reflects rather faithfully original projections, avoids negative balance, but also reflects some stagnation in the recruitment activities and reduction of host activities.

In the enclosed detailed budget report the first column presents the revised budget for 2004 as put forward in February 2004. The second column presents income and expenses as of September 30, 2004, and the third column contains the Treasurer's current projection for 2004.

It should be noted that this budget reflects the absence of NEH Grant.

Further enclosed is the Treasurer's proposed budget for 2005, to be discussed by the Board at its meeting in Baltimore October 24, 2004.

A negative accumulated result amounting to -3 323 USD is expected for 2004 (incorporating an expected negative -8 761 USD negative result for 2004) The Treasurer suggests to attempt to cut expenses in order to avoid a negative balance. The Board should discuss which activities should undergo a budget cut. Alternatively, transfer of the negative balance to 2005 should be explicitly approved by the Board.

The 2005 budget build upon the assumption that the Consortium will be able to bring the negative trend to a halt by increasing membership incomes. Only a modest increase from 2004 projected 147 526 USD to projected 2005 151 760 USD, coupled with an equally modest reduction in expenses from projected 2004 156 287 USD to projected for 2005 145 226 USD will be necessary to absorb the accumulated negative result. The Board should assess the realism of these projections.

Further comments (2004 Status and Budget):

1. Gap between projected member fee payments 105 166 USD and budgeted 112 000 USD.
The Board should discuss and assess recruitment policies on the basis of these figures.
2. Board meeting expenses have been approximately 40% than budgeted.
3. Work group expenses have been 50% lower than budgeted.

Bergen, Norway, 2004 October 18th

Daniel Apollon
Honorary Treasurer

TEI Consortium: Status and Budget 2004

Last changes: October 16, 2004. Tone Merete Bruvik

All numbers in US Dollars

INCOME

	Proposed budget for 2004 as of Februar 6, 2004			Income and expenses for 2004 as of September 30, 2004			Predicted result for 2004 by September 30, 2004			Notes
	Sub total	Total	Grand total	Sub total	Total	Grand total	Sub total	Total	Grand total	
MEMBERS AND SUBSCRIBERS										
Members	110 000			78 766			103 766			1)
Subscribers	2 000			1 150			1 400			
		112 000			79 916			105 166		
SERVICES										
Training courses										2)
Annual Conference/Members' Meeting	3 000						300			3)
TEI Guidelines	5 000						2 000			
		8 000			0			2 300		
HOST CONTRIBUTIONS										4)
Bergen	10 000						10 000			
Oxford	15 000						15 000			
Brown	5 000						5 000			
UVA	10 000						10 000			
		40 000			0			40 000		5)
MISCELLANEOUS										
Interest	200			41			60			
		200			41			60		
Total income			160 200			79 957			147 526	

EXPENSES

	Proposed budget for 2004 as of Februar 6, 2004			Income and expenses for 2004 as of September 30, 2004			Predicted result for 2004 by September 30, 2004			
	Sub total	Total	Grand total	Sub total	Total	Grand total	Sub total	Total	Grand total	
ACTIVITIES										
Board meetings	10 000			219			14 400			6)
Council meetings	10 000			10 026			10 026			
Work groups	20 000			7 085			15 000			7)
Annual Conference/Members' meeting	4 000						4 000			
Travel staff	1 000			661			661			
Training courses										
TEI Guidelines (incl. service charges)	500						500			
		45 500			17 992			44 587		
PROJECTS										
NEH										
HOST CONTRIBUTIONS										4)
Bergen	10 000						10 000			
Oxford	15 000						15 000			
Brown	5 000						5 000			
UVA	10 000						10 000			
		40 000			0			40 000		5)
STAFF (and other expenses at hosts)										
Bergen	25 500						25 500			
Oxford	20 500						20 500			
Brown	20 500			10 559			20 500			
UVA	0						0			
		66 500			10 559			66 500		5)
MISCELLANEOUS										
Insurance	1 500			1 500			1 500			
Accounting and audit services	2 500						2 500			
Representation/PR	1 700									
Operational ex.	2 000			996			1 200			
Membership in other organizations	500									
		8 200			2 496			5 200		
Total expenses			160 200			31 046			156 287	
RESULT										
Result 2004			0			48 911			-8 761	
Result 2003			5 172			5 172			5 172	
Result 2002			267			267			267	
Accumulated result			5 439			54 349			-3 323	8)

Notes:

1. A significant number of members pay the membership fee just before the annual members' meeting, which make the expected total of \$103766 to be a realistic estimate.
2. The income of the TEI Annual Members' Meeting was based on a registration fee of \$100 from each participants, but this was later dropt. Only non-members/subscribers have to pay.
3. We have not yet received the report from the University of Virginia Press on the number of TEI Guidelines sold in 2004, but it is expected that the figure will be lower than the budget estimate.
4. The in-kind contribution from the hosts are both on the expenses side and on the income, this is done this way in the budget to make the in-kind contribution from the hosts visible.
5. The hosts are late with their reporting on both in-kind contribution and activities that should be reimbursed, that explain that the figures by September 30 is very low. There are however no reason to believe that they will not fulfil there commitments.
6. The annual Board meeting take place in connection to the Members' Meeting and the actually costs are not known at this point. The budget for 2004 is very low, and we have to expect higher expenses here than we have in the budget.
7. Work groups: the expenses is estimated to be been 50% lower than budgeted as few of the workgroups have physical meetings which TEI-C has to pay.
- 8): An accumulated negative result of \$3323 has to be coved in the budget for 2005.

TEI Consortium: Budget 2005

Last changes: October 16, 2004. Tone Merete Bruvik
All numbers in US Dollars

INCOME

	Predicted result for 2004 by September 30, 2004			Proposed budget for 2005			Notes
	Sub total	Total	Grand total	Sub total	Total	Grand total	
MEMBERS AND SUBSCRIBERS							
Members	103 766			110 000			1)
Subscribers	1 400			1 400			
		105 166			111 400		
SERVICES							
Annual Conference/Members' Meeting	300			300			
TEI Guidelines	2 000			0			
		2 300			300		
HOST CONTRIBUTIONS							2) 3)
Host 1	10 000			10 000			
Host 2	15 000			10 000			
Host 3	5 000			10 000			
Host 4	10 000			10 000			
		40 000			40 000		
MISCELLANEOUS							
Interest	60			60			
		60			60		
Total income			147 526			151 760	

EXPENSES

	Predicted result for 2004 by September 30, 2004			Proposed budget for 2005		
	Sub total	Total	Grand total	Sub total	Total	Grand total
ACTIVITIES						
Board meetings	14 400			10 000		
Council meetings	10 026			10 026		
Work groups	15 000			15 000		
Annual Conference/Members' meeting	4 000			4 000		
Travel staff	661			500		
Training courses						
TEI Guidelines (incl. service charges)	500			500		
		44 587			40 026	
PROJECTS						
NEH						
HOST CONTRIBUTIONS						
Host 1	10 000			10 000		
Host 2	15 000			10 000		
Host 3	5 000			10 000		
Host 4	10 000			10 000		
		40 000			40 000	
STAFF (and other expenses at hosts)						
Host 1	25 500			15 000		
Host 2	20 500			15 000		
Host 3	20 500			15 000		
Host 4	0			15 000		
		66 500			60 000	
MISCELLANEOUS						
Insurance	1 500			1 500		
Accounting and audit services	2 500			2 500		
Representation/PR						
Operational ex.	1 200			1 200		
Membership in other organizations						
		5 200			5 200	
Total expenses			156 287			145 226
RESULT						
Result 2005						6 534
Result 2004			-8 761			-8 761
Result 2003			5 172			5 172
Result 2002			267			267
Accumulated result			-3 323			3 211

Notes:

- 1): A small increase in the membership fee income should be possible if the recruitment effort is increased.
2): The in-kind contribution from the hosts are both on the expenses side and on the income, this is done this way in the budget to make the in-kind contribution from the hosts visible.
3): A new host period starts in 2005, and at the time this budget was made was is not settle who will be the four host institutions for the next four years.