

## **5. OA SOUTH AND EAST ENGLAND TREASURER'S REPORT 7<sup>TH</sup> SEPTEMBER 2019**

### **1. Summary of action**

Since the last meeting I have....

- Acknowledged contributions from groups.
- Paid expenses to officers who have made claims.
- Calculated Group contributions to be sent to OAGB, Region 9 & WSO on a quarterly basis.
- Taken part in an Executive Committee conference call.
- Maintained the spreadsheet of SEEIG for accounting records.
- Continued to update current meeting list for logging contribution receipts

- **Group Reps Gentle reminder**–

When sending contributions kindly:

1. Email – [treasurer@southandeastengland.org.uk](mailto:treasurer@southandeastengland.org.uk)
2. Include in that email –
  - a. Their Group registration number/ID
  - b. Their Group name or location
  - c. The date and time of your meeting
  - d. Instructions on distribution of funds

Please use the Group ID as the bank reference and email the Treasurer as above. My sincere apologies to those groups already sending this information.

- Please share the following flyer with your meetings treasure, regarding suggested contributions to service bodies.....

<http://www.oasouthandeastengland.org.uk/wp-content/uploads/2015/03/7th-Tradition-Local-group-contributions-to-service-bodies.pdf>

- **Officers Gentle reminder**–

Officers to please submit expense claims for any travel and/or invoices from suppliers in a timely manner.

(If possible within the month of the actual expense)

Please ensure all receipts are attached to your expense claim form (located on IG website) to ensure quick payment.

<http://www.oasouthandeastengland.org.uk/wp-content/uploads/2017/01/OASEE-IG-Expenses-Claim-Form.docx>

I'm playing a little game, would you like to join in ? – if you have read this fully before the SEEIG meeting on 7<sup>th</sup> September please come up to me & say BankBank (like OnkOnk) at some point during the coffee break.

My commitment is to pay expenses within 5 working days from receipt of your claim.

With love and thanks – Anne D

## 2. Cash Flow since last report (July)

<b>Current Account</b>		Payment Debit	Receipt Credit	<b>Balance</b>
<b>11-Jun</b>	<b>Balance B/F.....</b>			<b>145.84</b>
13-Jun	56596 - Royal Free - Hampstead Wednesday		200.00	345.84
14-Jun	Telephone Top Up	10.00		335.84
20-Jun	MAY Travel expenses SEEIG	9.20		326.64
20-Jun	JUN Travel - Chairs meeting Manchester	41.65		284.99
20-Jun	MAY Travel & Sundries SEEIG	15.23		269.76
20-Jun	56054 - Ashley Green Wednesday		20.00	289.76
26-Jun	STC's Workshop 7th Tradition		10.00	299.76
26-Jun	Tea/Coffee - to be paid to venue		8.95	308.71
26-Jan	Tea/Coffee - to venue (-£9.00)			308.71
26-Jun	STC's Workshop attendance contribution		62.50	371.21
26-Jun	STC's Travel	7.60		363.61
29-Jun	56067 - Hinde Street - Monday		336.00	699.61
01-Jul	STC's Travel	33.10		666.51
01-Jul	STC's Travel	33.97		632.54
01-Jul	Trans OUT to SEEIG Savings account	500.00		132.54
03-Jul	50424 - Boreham Wood Wednesday		150.00	282.54
04-Jul	50941 - London (Southgate) Monday		140.00	422.54
04-Jul	Trans IN from SEEIG Savings account		637.28	1,059.82
04-Jul	SENT to OAGB = 1st Qtr	332.74		727.08
04-Jul	SENT to R9 & WSO = 1st Qtr	627.08		100.00
08-Jul	52721 - London (Soho) Sunday		40.00	140.00
08-Jul	SEEIG 7TH (06/07/19) from Treasurer		53.30	193.30
12-Jul	00770 - London (Islington) Monday		200.00	393.30
13-Jul	52318 - London (Finchley) Saturday		10.00	403.30
16-Jul	JUL - Travel Expenses SEEIG	31.00		372.30
20-Jul	JUL - Travel Expenses SEEIG	20.16		352.14
22-Jul	56379 - The Manor House Sunday		90.00	442.14
22-Jul	Trans OUT to SEEIG Savings account	400.00		42.14
31-Jul	40781 Beaconsfield Monday		50.00	92.14
31-Jul	46806 - Wimbledon Saturday		212.00	304.14
01-Aug	Trans IN from SEEIG Savings account		100.00	404.14
01-Aug	RENT - Chelsea & Westminster Sept & November	175.00		229.14
01-Aug	Exp - Constant Contact (Feb/Mar = Last year)	12.00		217.14
01-Aug	Exp - Constant Contact (Apr/May/Jun/Jul = this year)	24.00		193.14
05-Aug	52721 London (Soho) - Sunday		50.00	243.14
		<b>2,272.73</b>	<b>2,370.03</b>	

**15-Aug BALANCE C/F.....**

**243.14**

**X Checked - Correct**

**Savings Account**

		Payment	Receipt	
		Debit	Credit	Balance
11-Jun	Balance B/F.....			<b>8,418.44</b>
01-Jul	Interest		4.15	8,422.59
01-Jul	Transfer IN		500.00	8,922.59
04-Jul	Transfer OUT	637.28		8,285.31
21-Jul	Transfer IN		400.00	8,685.31
27-Jul	Transfer IN			8,685.31
01-Aug	interest		4.33	8,689.64
04-Jul	Transfer OUT	100.00		8,589.64
<b>Total Interest todate C/F...</b>			<b>26.92</b>	
<b>Balance to C/F...</b>				<b>8,589.64</b>

**Other Reserves**

	Allocated budget	Spend to Date	Remaining Budget
Prudent Reserve	1,000.00	0.00	1,000.00

**SUMMARY - Actual Balances at 13th June 2019**

**Account Balances**

Current Account	243.14
Savings Account (includes prudent reserve)	8,589.64
<b>Total</b>	<b>8,832.78</b>

**3. Budget as at SEPT2019**

**Surplus from 2018/19**

**Paid to Service Bodies in 2019/20**

Contributions - OAGB (37%)	-1,850.00	} Paid (sent up) April 19
Contributions - Region 9 (19%)	-950.00	
Contributions - WSO (44%)	-2,200.00	

Budget for Current Year 2019/20	2019/20 Budget	Spent to date	Remaining Budget
Contributions - OAGB (37%)	185.00	-185.00	0.00
Contributions - Region 9 (19%)	95.00	-95.00	0.00
Contributions - WSO (44%)	220.00	-220.00	0.00
Intergroup meeting expenses	850.00	-386.79	463.21
Travel	500.00	-119.80	380.20
Phone, PO Box, Newsletter, Website	800.00	-197.06	602.94
Delegate - National Assembly	350.00	0.00	350.00
Delegate - Region 9	400.00	0.00	400.00
Delegate - WSO	1,000.00	0.00	1,000.00
Project - Workshop	400.50	-275.92	124.58
Literature	500.00	0.00	500.00
Project - Future Review	1,000.00	0.00	1,000.00
<b>Totals</b>	<b>6,500.00</b>	<b>-1,479.57</b>	<b>5,020.43</b>
	<b>100%</b>		<b>77.24%</b>

Fiscal year 2019/20

	Date rcvd	Group #	Description	£ Total to distribute	Allocation calculation				Admin		X-Check Totals
					£ SEEIG 42%	£ OAGB 22%	£ Region 9 11%	£ WSO 25%	Sent to service bodies	Email adv to service bodies	
Batch #1_19/20	<b>1st Qtr</b>			<b>£ 1,595.07</b>	<b>(635.24)</b>	<b>(332.74)</b>	<b>(166.37)</b>	<b>(460.72)</b>	<b>Sent 4/7/19</b>	<b>Sent 4/7/19</b>	<b>£ 1,595.07</b>
						(332.74)		(627.09)	(959.83)		
					SEEIG	OAGB	R9	WSO			
	03 Jul 19	50424	Boreham Wood Wed	150.00	63.00	33.00	16.50	37.50			£ 150.00
	04 Jul 19	50941	London (Southgate) Mon	140.00	58.80	30.80	15.40	35.00			£ 140.00
	08 Jul 19	52721	London (Soho) Sunday	40.00	16.80	8.80	4.40	10.00			£ 40.00
	12 Jul 19	00770	London (Islington) Monday	200.00	84.00	44.00	22.00	50.00			£ 200.00
	13 Jul 19	52318	London (Finchley) Saturday	10.00	4.20	2.20	1.10	2.50			£ 10.00
	22 Jul 19	56379	The Manor House Sunday	90.00	37.80	19.80	9.90	22.50			£ 90.00
	31 Jul 19	40781	Beaconsfield Monday	50.00	21.00	11.00	5.50	12.50			£ 50.00
	31 Jul 19	46806	Wimbledon Saturday	212.00	89.04	46.64	23.32	53.00			£ 212.00
	05 Aug 19	52721	London (Soho) Sunday	50.00	21.00	11.00	5.50	12.50			£ 50.00
											£ -
Batch #2_19/20	<b>2nd Qtr</b>			<b>£ 942.00</b>	<b>(395.64)</b>	<b>(207.24)</b>	<b>(103.62)</b>	<b>(235.50)</b>			<b>£ 942.00</b>
						(207.24)		(339.12)	(546.36)	(942.00)	
<b>Total Contributions YEAR TO DATE</b>				<b>TOTAL</b>	<b>SEEIG</b>	<b>OAGB</b>	<b>R9</b>	<b>WSO</b>			
<b>X Check with Group Contributions CORRECT</b>				<b>£ 2,537.07</b>	<b>(1,030.88)</b>	<b>(539.98)</b>	<b>(269.99)</b>	<b>(696.22)</b>	<b>(2,537.07)</b>	<b>Total</b>	<b>x-chk = OK</b>

**SUMMARY**

**Group Contributions for 2019/20 to date**

BUDGET expected for F/Y 19/20	Received to date *	Pass to OAGB & WSO **	Balance for Intergroup	Needed to reach budget
£ 4,000.00	£ 2,663.87	£ -£1,506.19	£ 1,157.68	£ 2,842.32
100%			29%	= % of expected (to SEEIG) contributions received to date

**Below Target**

- \* Includes SEEIG meetings 7th Tradition
- \*\* Includes contributions for WSO appeal.

**TREASURERS COMMENT :-**

The balance for intergroup is currently running below target.

The budget for the year of £4000.00 works out at an average of £333.33/month or a mere £4.00 per meeting per month - if all groups contributed!!

By the end of August to hit budget SEEIG would be reaching 50% - equating to £1666.67 - we are at 29% giving below target figure of approx £500.00

If this trend continues we will fall short of the budget by £1000.00 by the end of the year.

**Please carry the message to "give as if your life depends upon it"**

DATE DUE	COMPANY	DESCRIPTION	NOTES	WHO	2018/19
<b>ANNUAL</b>					
01-Apr	Global Gold	Spam Filter		Treasurer	Paid
21-Apr	Global Gold	Website		Treasurer	Paid
April	C&W Hospital	Boardroom May & July		Treasurer	Paid
01-May	British Monomarks	PO Box	Invoice 1st May payable within 30 days	Treasurer	Paid
August	C&W Hospital	Boardroom Sept & Nov		Treasurer	Paid
07-Oct	Methodist Insurance	PL Insurance	Renewal letter around 23 August	Treasurer	
17-Oct	Global Gold	Website hosting		Treasurer	
December	C&W Hospital	Boardroom Jan, Feb & Mar	Extra meeting re WSO	Treasurer	
30-Jan	Global Gold	SSL Certificate	SSL cert to be renewed annually - not part of invoicing - need to contact Global Gold 10 January to get process going before current expires	Treasurer	
<b>MONTHLY</b>					
	Constant Contact	Newsletter	Paid to July 2019	Chair	Part PD
<b>AS AND WHEN</b>					
	Orange	Phone top up	Claimed as expenses when topped up	Phone Officer	Adhoc
	Global Gold	Domain Registration	Paid for 5 years 15/1/2018	WWW Officer	Due 2023