

## **APHP FINANCIAL RECORDS 2017-2018**

Please find attached the following financial records:

- A 2017-2018 budget
- B Balance sheet for the period 01 April 2017 - 31 March 2018
- C Proposed budget 2018-2019
- D Detailed breakdown of income and expenses for the financial year 2017-2018

An independent audit of the APHP's financial records will be made available before the AGM.

Key aspects of the proposed 2018-2019 budget include the following:

1. No annual increase in membership fees is deemed necessary.
2. The continued employment of secretarial support including a 10% annual increase.
3. The R68,417.50 set aside in 2017-2018 for the employment of a consultant to drive the formal recognition and certification of the heritage profession has at this stage not proved necessary to use. It is proposed that some of these funds be allocated towards a roadshow in 2018 to promote and attract new members countrywide, and towards the 2019 conference.

Louise van Riet  
Treasurer  
May 2018

**A. 2017 - 2018 BUDGET****BALANCE SHEET ON 31 MARCH 2017****R 94,140.01**

<b>PROJECTED INCOME</b>	<b>ZAR</b>
Membership fees	50,160.00
Candidate fees	7,590.00
Institutional fees	1,000.00
Associate fees	330.00
Friend fees	250.00
Application fees	2,000.00
Interest capitalised	800.00
<b>Total projected income</b>	<b>62,130.00</b>
<b>Balance carried over from 31 March 2017</b>	<b>94,140.01</b>
<b>Total available funds</b>	<b>156,270.01</b>
<b>PROJECTED EXPENDITURE</b>	
Secretariat	48,384.00
Professionalization consultancy fees	68,417.50
Events	10,000.00
Website	2,000.00
Accounting officer	2,000.00
Bank charges	300.00
Secretarial disbursements	1,300.00
Consultancy disbursements	8,000.00
Contingencies	5,000.00
<b>Total projected expenditure</b>	<b>145,401.50</b>

**B. BALANCE SHEET ON 31 MARCH 2018****R 102,249.38**

<b>INCOME</b>	<b>ZAR</b>
Membership fees	55,190.00
Candidate fees	7,590.00
Associate fees	330.00
Institutional fees	0.00
Friend fees	250.00
Application fees	3,800.00
Interest capitalised	1,067.09
Events	0.00
<b>Total</b>	<b>68,227.09</b>
<b>EXPENDITURE</b>	
Accounting fees	1,500.00
Secretarial support	46,222.00
Events	5,023.50
Website hosting	500.00
Secretarial disbursements	242.40
Bank charges	86.90
Data bundle	1,099.00
Consultancy fees	960.00
Membership fee reimbursement	4,483.93
Consultancy disbursements	0.00
<b>Total</b>	<b>60,117.73</b>

## C. DRAFT 2017-2018 BUDGET

1. FEE STRUCTURE		ZAR
Membership fee structure	Accredited	660.00
	Candidate	330.00
	Associate	330.00
	Friend	250.00
	Institutional	1,000.00
	Application fee (Accredited, Candidate, Associate)	200.00
	Application fee (Friend)	100.00
	Application fee (Mentorship registration)	200.00
2. PROJECTED INCOME		
Membership fees 2017-2018	Accredited 79 x R660 (excluding new members)	52,140.00
	Candidate 23 x R330 (excluding new members)	7,590.00
	Institutional 1 x R1000 (excluding new members)	1,000.00
	Associate 1 x R330 (excluding new members)	330.00
	Friend 1 x 250 (excluding new members)	250.00
	Application fees	3,000.00
Interest capitalised		1,000.00
	<b>Subtotal Projected Income</b>	<b>65,310.00</b>
	<b>Balance carried over from 31 March 2018</b>	<b>107,249.38</b>
	<b>Total projected available funds</b>	<b>172,559.38</b>
3. PROJECTED EXPENDITURE		
1	Secretarial support @ 20 hrs/month	53,280.00
2	Consultancy fees (professionalization)	8,417.50
3	Events: conference, roadshows, AGM + other	60,000.00
4	Website	600.00
5	Accounting officer	2,000.00
6	Bank charges	120.00
7	Secretarial disbursements incl data bundle	1,500.00
8	Consultancy disbursements	5,500.00
9	Contingencies	5,000.00
	<b>Subtotal Projected Expenditure</b>	<b>133,417.50</b>
	<b>Balance remaining</b>	<b>36,141.88</b>

D. DETAILED BREAKDOWN OF INCOMES AND EXPENSES 2017-2018

BALANCE ON 31 MARCH 2017 94 140,02  
 BALANCE ON 31 MARCH 2018 102 249,38

INCOME		EXPENDITURE	
Accredited member fees	53 070,00	Accounting fees	1 500,00
Candidate fees	7 590,00	Events	5 023,50
Associate fees	330,00	Bank charges	86,90
Friend fees	250,00	Website	500,00
Pro-rata fees	2 120,00	Secretariat	46 222,00
Institutional fees	0,00	Disbursements	242,40
Application fees	3 800,00	Data bundle	1 099,00
Interest	1 067,09	Consultancy fees	960,00
Events	0,00	Reimbursements	4 483,93
	<u>68 227,09</u>		<u>60 117,73</u>

INCOME BREAKDOWN												
Month	Professional Membership	Candidate	new member pro rata fees	Institutional	Associate	Friend	Application fees	Interest	Events			
April							200,00	60,73				
May	660x1						400,00	56,12				
June	660x44; 600x1; 1320(660x2);											
July	32 280,00 660,00	3960,00	330x12			250,00	200,00	83,47				
August	660,00	660,00	330x2				200,00	116,13				
September	1 980,00	660,00	330x2				200,00	101,77				
October	2 640,00	660,00	330x2	330,00			200,00	97,18				
November	5 280,00	660x8	660,00				1 000,00	92,70				
December	3 960,00	330,00	330x2				600,00	93,25				
January	3 960,00	330,00	330x2 & 200x1				200,00	91,24				
February		330,00	400,00	200x2			400,00	93,90				
March	990,00	660x1, 330x1	200,00				200,00	97,75				
<b>Total</b>	<b>53 070,00</b>	<b>7 590,00</b>	<b>2 120,00</b>	<b>0,00</b>	<b>330,00</b>	<b>250,00</b>	<b>3 800,00</b>	<b>1 067,09</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>68 227,09</b>

EXPENDITURE BREAKDOWN												
Month	Accounting fees	Events	Bank charges	Website	Secretariat	Parking and/or travelling costs	Bundle	Consultancy fee	Reimbursements			
April			1,10	500,00	3 300,00							
May	1 500,00		1,10		3 300,00							
June			3,30		4 032,00	68,40		228,00				
July		1 276,80	1,10		2 990,00			732,00				
August			1,10		4 032,00	30,00			1 042,00			
September			2,20		4 032,00	144,00						
October			14,90		4 032,00		1 099,00		966,01			
November		1 538,90	13,80		4 032,00				165,92			
December		1 538,90	3,30		4 032,00				990,00			
January			1,10		4 160,00							
February			12,70		4 200,00							
March		668,90	31,20		4 080,00				1 320,00			
<b>Total</b>	<b>1 500,00</b>	<b>5 023,50</b>	<b>86,90</b>	<b>500,00</b>	<b>46 222,00</b>	<b>242,40</b>	<b>1 099,00</b>	<b>960,00</b>	<b>4 483,93</b>	<b>0,00</b>	<b>0,00</b>	<b>60 117,73</b>

BALANCE ON 31 MARCH 2017 94 140,02  
 INCOME 68 227,09  
 Subtotal 162 367,11  
 EXPENSES 60 117,73  
 BALANCE ON 31 MARCH 2018 102 249,38