

GUIDE TO UNDERSTANDING THE *efqli* BUDGET 2010

INTRODUCTION

This guidance needs to be read together with the proposed *efqli* budget for 2010.

The budget is what *efqli* plans to generate as income and what it plans to spend in 2010.

The period covered by the budget is from 1 Jan 2010 to 31 Dec 2010.

BACKGROUND

Each *efqli* Department Head is responsible for submitting a budget for their Department.

The Department budgets helped to put together the overall budget for *efqli*. The *efqli* Board discusses this and then agrees the budget that will be proposed to the membership.

This is the budget being presented to you now.

THE BUDGET 2010

If you look at the budget it is made up of 2 columns. The first is for INCOME and the second is for EXPENDITURE.

The figures at the bottom show how much income *efqli* plans to make and how much money it plans to spend for 2010.

OVERALL for 2010

INCOME	EXPENDITURE
€28406,00	€28406,00

For 2010 we are planning to have a balanced budget. This means that we are planning to make the same amount of money that we plan to spend.

To explain how we came to these figures, it is necessary to show you each Department budget and explain what this is for.

INTERNAL DEPARTMENT 2010

INCOME	EXPENDITURE	
€0,00	Board Meetings	€3650,00
	AGM Conf	€2500,00
	AGM Conf (non Board	€850,00
	Admin Person	€0,00
	TOTAL	€7000,00

The INTERNAL DEPARTMENT is not an income -generating department but it is important because it is responsible for all the internal matters of *efsli* (for which there is not already another Department).

The *efsli* Board are expecting that there will be additional members joining the Board at the AGM 2009.

The *efsli* Board has a big responsibility to carry out the work of the forum and the decisions of the membership and it is important to meet to talk about what has been done and what still needs to be done.

The *efsli* Board meets regularly by SKYPE and makes considerable savings in doing so, but it is important to meet face to face so that we can meet each other and interact in ways that makes us an effective Board. The Board meets face to face early in the year and again the day before the AGM and Conference.

The expenditure above is given under 4 headings. First is €3650,00 for the face-to-face meeting that takes place in January. The second is €2500,00 which is the cost for the Board meeting that happens the day before the AGM. The third is €850,00 this is the cost of bringing in the minute taker (non Board member). The minute taker also assists the Board in running the exhibition/sales stand.

We have also added into Expenditure an item called *Admin Person*. The Board is discussing the need to employ the services to take on the increasing amount of administrative work that has been generated by

an increased membership and running of the *efsli* training schools. We have not budgeted any expenditure for 2010 but wanted to inform members that this is what we are thinking and may have a budget for this in 2011.

COMMUNICATIONS DEPARTMENT 2010

INCOME	EXPENDITURE
€0,00	€0,00

The COMMUNICATIONS DEPARTMENT is responsible for the *efsli* in BRIEF, the *efsli* Newsletter and the *efsli* Website. The focus of this Department is on how we communicate with the members and with the rest of the world.

There has been no Head of Communications in 2008/9 and other Board members have shared the work of this Department. Maya de Wit (Head of *efsli* Internal & *efsli* International) has been writing and editing the *efsli* in BRIEF, Zane Hema (Head of *efsli* Finance) has been writing and editing the *efsli* Newsletter and Elke Schaumburger (Head of *efsli* Publicity & Promotions) has been maintaining the *efsli* website.

The Board has made a decision that any costs related to the *efsli* website should be included in the budget for Publicity and Promotions so the costs related to the website can be found below.

The costs related to the production of the *efsli* in BRIEF and *efsli* Newsletter are more time-related than materials-related and for the purpose of this budget they are shown as €0.00.

This Department does not generate income.

MEMBERSHIP DEPARTMENT 2010

INCOME	EXPENDITURE
Membership fees €6900,00	Administration €600,00

The MEMBERSHIP DEPARTMENT provides administrative support to the *efsli* Board and is also responsible for *efsli* membership. This department does generate income and it is planned that in 2010 we

will generate an income of €6900,00 from membership fees. This figure is based on the increase in membership in 2009.

There is an associated cost of €600,00 for all the administration needed for this Department. This is the same as last year.

There is currently no Head of the Secretariat and Maya de Wit has been responsible for dealing with the membership. Marinella Salami (Head of *efqli* Training and Professional Development) has been also doing the administrative work associated with the schools and Board members have been sharing administrative duties like taking the minutes of Board meetings and dealing with enquiries related to their Department.

FINANCE DEPARTMENT 2010

INCOME		EXPENDITURE	
Interest	€306,00	Bank Charges	€581,00
		Admin	€25,00
		External Audit	€1300,00
TOTAL €306,00		TOTAL €1906,00	

The FINANCE DEPARTMENT is responsible for producing financial reports, the budget and looking after the *efqli* bank accounts and credit card. The work of the *efqli* SPECIAL ATTENDANCE FUND comes under this department.

efqli generates an income from interest from the bank accounts. In 2010 we plan to earn €306,00 in interest. This figure is based on what we earned in 2009 and takes into account that we have a higher balance in the Savings account earning a higher interest.

efqli also has to pay bank charges for its bank accounts and a fee for the Visa Card. Also we have to estimate the cost for PAY PAL charges. PAY PAL has become an efficient means for people to pay for their *efqli* membership or for a publication or *efqli* training. This has proved popular which is good. *efqli* pays a % commission for every PAY PAL transaction.

It is estimated that in 2010, the cost of PAY PAL, the Visa Card and account bank fees will total €581,00. This figure is an estimate based on how much we spent in 2008.

There is an associated cost of €25,00 for the administration work needed for this Department.

The SAF Committee administers the SAF Account. There is no budget for the SPECIAL ATTENDANCE FUND. The SAF Committee is responsible for promoting the Fund, processing applications and reviewing policy.

TRAINING AND PROFESSIONAL DEVELOPMENT DEPARTMENT 2010

INCOME		EXPENDITURE	
'efsli' 2010 spring school	€5000,00 €10000,00	'efsli' spring school 2010	€3000,00
'efsli' 2010 summer school		'efsli' 2010 summer school	€6000,00
		'efsli' 2010 representation	€2000,00
TOTAL	€15000,00	TOTAL	€11000,00

Building on the success of the efsli summer schools in previous years, it is planned to continue this into 2010.

Based on the budgets of previous efsli training schools and bearing in mind that no schools at this stage are confirmed (although discussions have taken place), it is planned to generate an income of €15000,00 in 2010.

There are associated costs in running a school including paying for trainers fees, paying for travel, accommodation and subsistence for example. There are additional costs like the cost of the venue and the costs of materials and resources. Finally there are costs to doing all the administration work to organise and coordinate the training schools. This total cost is estimated at €9000,00.

The department plans to spend €2000,00 for representation. The Board feel it is important to have a presence at each school to oversee the running of the school and to deal with any *efsli* related issues that arise during the school. Also networking is needed to identify suitable trainers for the efsli training courses. We have found that networking can take place in a number of ways but sometimes attending an event can be a more effective way.

PUBLICITY & PROMOTIONS DEPARTMENT 2010

INCOME		EXPENDITURE	
Sales of Merchandise	€1600,00	Provider website	€500,00
Royalties	€100,00	Promotions	€500,00
Investment from savings	€600,00	Advertising	
		Postage PR materials	€400,00
TOTAL	€2300,00	TOTAL	€1400,00

As mentioned above in [efсли](#) Communications, the expenditure for the [efсли](#) website will now appear here. We plan to spend €500,00 on website related costs in 2010.

This department deals with the [efсли](#) merchandise which includes developing new merchandise; promotion of merchandise; processing orders for current merchandise; maintaining the [efсли](#) on-line shop and negotiating agreements for sales as necessary.

The other major responsibility is the promotion of [efсли](#) and involves developing promotional materials and being creative and imaginative in ways to promote [efсли](#). To be able to realise these promotions, the [efсли](#) board proposes to invest €600,00 from the savings account.

In 2010 the department plans to generate an income of €1600,00 from sales of [efсли](#) bags and from the version 2 [efсли](#) CD -Rom.

There are associated costs of (a) €500,00 to pay for advertising to generate sales and (b) €400.00 to cover the cost of postage for PR materials. *(This does NOT include the cost of postage for merchandise where the buyer pays for the postage)*

INTERNATIONAL DEPARTMENT 2010

INCOME		EXPENDITURE	
Sales/Members	€200,00	Membership	€4400,00
Investment for half membership EASPD	€2200,00	EASPD Representation	€2000,00
TOTAL	€2400,00	TOTAL	€6400,00

The INTERNATIONAL DEPARTMENT is responsible for making sure that *efsli* is represented at international events and is involved in dealing with international matters.

The department plans to spend €2000,00 on international representation. This means attending events on behalf of *efsli* to promote the forum, networking, and being able to take advantage of our attendance for an agreed reason.

Last year, it was agreed to become a member of EASPD. Membership to EASPD allows *efsli* to have an increasing presence and influence on important matters happening at the European level. The full benefits of our membership are not fully realised. We would like to continue to be a member for 2010 and the cost of this is €4400,00.

The EASPD has proven to be a valuable investment. *Efsli* is for example informed of related events and funding possibilities. One of which is an EU funded seminar on how to obtain EU project funding. *Efsli* applied to Grundtvig to receive funding to participate in this training. The application was approved. Maya de Wit, *efsli* president, will now participate in the one week training on EU funding for projects.

We plan to use funds from our savings of €2200,00 to cover half the cost of our membership of EASPD. The membership to EASPD will be evaluated again by the *efsli* board in the first 6 months of 2010.

Past international representation has shown that it is possible to also generate an income through sales of membership and merchandise. It is planned to generate such an income of €200,00 from the international representation to take place in 2010.

EFSLI CONFERENCE

INCOME	EXPENDITURE
€1500,00	€100,00

It is difficult to estimate the income from the *efsli* Conference because this is something that is part of the budget of the *efsli* conference host association. However based on the income that *efsli* has made from the proceedings and profit of the conference over the past 3 years, it is felt that we can safely estimate an income of €1500,00.

An amount of €100,00 is set aside so that *efsli* can purchase cards and gifts to be presented at the AGM/Conference to those who have worked hard to organise and host the conference.

FINAL COMMENTS

So now hopefully you have a better understanding of how we the *efsli* Board have put together the 2010 budget.

OVERALL for 2010

INCOME	EXPENDITURE
€28406,00	€28406,00

This proposed budget will be presented at the *efsli* 2009 AGM on 18 September 2009.

If you have any questions about the budget then you can contact Zane Hema at treasurer@efsli.org.

The efsli Budget 2010 guide has been produced by the efsli FINANCE DEPARTMENT.