

## RPS - Documentary Group

### Hon. Treasurer's Report, FYE 31<sup>st</sup> December 2019

We started 2019 with a bank balance of £25,321.60, and ended it, after our various activities, with £23,272.18 – a reduction of £2,049.42 over the course of the year.

However, after making a payment of £6,327.50 to the Focus Group in respect of ticket monies for a workshop they ran last September, which we have been receiving last (£2,475.00) and this (£3,852.50) year, our net funds have increased by £1,803.08 over the past year. This has come, almost exclusively from member subscriptions which, it will be recalled, were reduced from £15.00 to £10.00 at the beginning of this year.

Attached, there is a breakdown of our Income and Expenditure, showing the Focus workshop, the biennial Documentary Photographer of the Year 2019 (DPotY) competition and various other items involved with the financing / running of the Group.

As can be seen, our underlying source of funding comes from Members Subscriptions (£5,496.45) which, according to the Committee's long-stated objective, is to be used for the benefit of the Documentary Group membership.

This means subsidising our various events and the activities (including our DPotY competition) required to run the Group, to the following extent:

	<b>2019</b>	<b>2018</b>
Members Subs	£5,496.45	£7,306.74
HO Financing / VAT Refund	£43.29	£89.69
Focus Workshop, 2020	(£2,475.00)	£2,475.00
<i>less</i>		
DPotY	(£2,347.11)	£0.00
Decisive Moment	(£744.34)	(£856.38)
Conference	(£615.24)	£0.00
Workshops Subsidy	£0.00	(£817.79)
Bi-monthly Competition	(£52.50)	£0.00
Regional Meetings	(£567.87)	(£358.19)
Admin, Travel etc	(£787.10)	(£547.58)
Increase in bank balance	(£2,049.42)	£7,291.49

As mentioned above, the decrease in our bank balance (£2,049.42) is attributable to the pre-payments received last year in respect of the Focus Group Workshop in September (£2,475.00) and the costs incurred in respect of the DPotY competition and exhibition (£2,347.11).

Our highly acclaimed eMagazine, Decisive Moment, cost £744.34, most of which was the annual subscription fees to Issuu, our platform for the magazine, although it does also include the cost of printing and mailing copies to our key interviewees.

The Conference costs - £615.24 - related to the event that we put on in conjunction with PhotoScratch in Bristol last summer, a co-operation that we expected to both build, and benefit from, over the coming year or so.

So, a successful year financially and we remain comfortably funded.

## **2020 – Year to Date**

Heading on towards the end of the first quarter and, as of today, we have a cash balance of £26,759.59. Of this, £2,497.50 relates to ticket monies received for the 2020 Focus Bradford workshop – as we have done in the previous two years. Stripping these out leaves us with a balance of £24,262.09.

Most of the expenditure incurred since the 2019 year end has been related to the DPotY competition / exhibition.

Looking ahead, we are supporting the Regional Sub-groups further by paying their reasonable room hire costs (up to £50), hopefully to encourage both existing and potential members. This initiative was not expected to cost us more than £500 during the course of 2020, however, with the current coronavirus restrictions preventing any meetings from taking place, this cost is expected to be minimal.

Again, subject to the coronavirus restrictions being lifted at some stage, there are could be further costs in respect of the touring DPotY exhibition, if this goes ahead later in the year. This would be on top of the £3,623 that has been spent, to date, on the competition & associated exhibition(s). However this will all be well within the £6,500 expenditure figure that was agreed at the September 2019 committee meeting.

Our other events are expected, broadly, to be self-financing and so, with our existing membership subscriptions and healthy bank balance (even after stripping out the Focus Bradford income), we continue to remain well funded

## **Cashbook Management**

As from the start of this year, we have moved fully to using the RPS Head Office cloud-based [OneDrive] methodology for managing the 'Cashbook' and storing expenditure receipts.

The result is that there is a shared folder for the Documentary Group, and a shared Cashbook, enabling Head Office to monitor and check VAT calculations etc on an ongoing basis, rather than quarterly as at present.

## **Documentary Group Treasurer**

After 7 years as the Documentary Group Treasurer, I have decided to step down and, subject to approval at the AGM, Andrew Ripley will be taking over the role from me.

Andrew is based in West Yorkshire, runs his own accounting practice, knows both the SAGE accounting software and the Barclays.Net business banking system used by Head Office – so the ideal candidate for this position.

I have much enjoyed my time as the Group's Treasurer and serving on its committee with a great bunch of people. I shall continue to participate in, and support, the Group's activities and would like to thank everyone with whom I have been involved over the past 7 years for their help and support – it's been both rewarding and a lot of fun.

Justin Cliffe ARPS  
Hon Treasurer  
Documentary Group

26<sup>th</sup> March, 2020

Documentary Group - 2019  
Summary Income & Expenditure

As at: 31-Dec-19

Expenditure Analysis

	Admin	Conference	Exhibitions	Publications	Bi-monthly Competition	Committee	Focus Workshop, Bradford	Sub-Group Activities	Grand Total
Food & Drink		£119.44	£65.00						£184.44
Printing			£1,623.61	£489.32					£2,112.93
Travel	£130.05					£27.25			£157.30
Prizes				£160.93	£52.50				£213.43
Subsistence	£20.20	£12.95				£609.60			£642.75
Room/Hall Hire								£360.41	£360.41
Mileage			£26.10					£79.20	£316.80
Speaker Fees & Expenses		£300.00						£211.50	£300.00
Accommodation		£108.85							£108.85
Stationery		£74.00							£74.00
Adverts & Marketing				£94.09					£94.09
Lecturers Fees & Expenses							£6,327.50		£6,327.50
IT & Website			£163.20						£163.20
Misc Equipment			£469.20						£469.20
<b>Grand Total</b>	<b>£150.25</b>	<b>£615.24</b>	<b>£2,347.11</b>	<b>£744.34</b>	<b>£52.50</b>	<b>£636.85</b>	<b>£6,327.50</b>	<b>£651.11</b>	<b>£11,524.90</b>

Income Analysis

	Financing	Focus Workshop, Bradford	Sub Group Activities	Grand Total
VAT refund	£43.29			£43.29
Tickets			£60.00	£3,912.50
Member Subs	£5,496.45	£3,852.50		£5,496.45
Refund			£23.24	£23.24
<b>Grand Total</b>	<b>£5,539.74</b>	<b>£3,852.50</b>	<b>£83.24</b>	<b>£9,475.48</b>
<b>Net Payments</b>		<b>-£2,475.00</b>	<b>-£567.87</b>	<b>-£2,049.42</b>
			<b>Carried Fwd</b>	<b>£23,272.18</b>

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