

## Visual Images Group

### Budget for 1 Sept 2023 to 31 Aug 2024

		Actual	Due from this year	Budget	Actual vs. budget	Notes
<b>INCOME</b>						
Paypal transfer (before Paypal fees)		43,177.30		39,900.00	3,277.30	For budget: Assumed same number of members/entrants. AGM prioritised increasing number of members in 2023/24 plan. Risk VIG member numbers will be down.
BAW Directory & Website Advertising (via Bank Transfer)	Teresa	7,999.00	8.00	7,900.00	107.00	As at 2/10
Exhibitions (via bank transfer)		1,260.00	970.82	0.00	2,230.82	Stowe 5 day exhibition over August Bank Holiday (entrants fee). Due = commission on sales
Grants		300.00		0.00	300.00	to run workshop as part of Buckinghamshire Culture Open Weekend.
Other sponsorship		0.00		0.00	0.00	
Interest from savings account		316.18			316.18	NEW
<b>TOTAL INCOME</b>		<b>53,052.48</b>	<b>978.82</b>	<b>47,800.00</b>	<b>6,231.30</b>	
TOTAL INCOME + DUE FROM THIS YEAR		54,031.30				
<b>COSTS</b>						
PayPal fee (1.75% per transactions)		(1,414.43)		(1,300.00)	(114.43)	
BAW - other/Postage/Stationery		(48.70)		0.00	(48.70)	Printer Ink + gifts for collection points (£30.75)
BAW Flyers/posters		(181.93)		(100.00)	(81.93)	
BAW Yellow signs		(3,781.20)		(4,306.00)	524.80	Quote from 3 sign suppliers; existing supplier came up with cheapest quote.
BAW Other Print - Banners		0.00		(30.00)	30.00	
BAW - Marketing/PR material		(189.79)				
<b>COSTS</b>		<b>(5,616.05)</b>		<b>(5,736.00)</b>	<b>119.95</b>	
<b>BAW DIRECTORY COSTS (25k copies)</b>						
Brochure Print		(14,056.00)		(16,340.00)	2,284.00	Quote from 3 printer suppliers; existing supplier came up with cheapest quote.
Design work	Sophie	(1,800.00)		(1,800.00)	0.00	Invoiced via Pete
Proof Reading	Elspeth	(1,000.00)		(1,000.00)	0.00	
Map	Stuart Reevell	(150.00)		(150.00)	0.00	Actioned & invoiced by Pete
Directory Editor & website Editor	Pete Hawkes	(4,090.00)		(4,150.00)	60.00	Started 9/11/23. £4k budget from 1/9 - 31/8. Includes map £150
Distribution/Storage (inc. man with van & to network)		(579.00)	(1,300.00)	(1,590.00)	(289.00)	
<b>TOTAL DIRECTORY COSTS</b>		<b>(21,675.00)</b>	<b>(1,300.00)</b>	<b>(25,030.00)</b>	<b>2,055.00</b>	includes due to pay 1.3k (warehouse invoice not received)
<b>PERSONNEL COSTS</b>						
Co-Ordinator & PA (Committee)	Paola	(7,350.00)		(7,622.00)	272.00	
Chairperson Fee (Committee)	Sam	0.00		0.00	0.00	Sam agreed - no fee if role/time is same, package in lieu.
Accountants Fee	Keith	0.00		0.00	0.00	Keith agreed - No payment for Treasurer/preparation for AGM report - package in lieu
Advertising Commission (BAW Directory & online, 33% on sales)	Teresa	(2,833.29)		(2,600.00)	(233.29)	Includes £30 for stamps etc.
Newsletter Editor (Committee)	Rosie	(495.00)		(3,000.00)	2,505.00	Money used to fund new PR/Marketing role

Social Media (Committee)	Jay	(675.00)		(750.00)	75.00	£750 budget from 1/9 - 31/8. £75 remaining was -paid to Sarah for Social media during Stowe exhibition
PR/Marketing & Newsletter Editor (Committee)	Sarah Cripps	(2,100.00)	(300.00)	0.00	(2,400.00)	£3600 for full year (12 months)
Committee members	Heather, Mia	0.00		0.00	0.00	
<b>TOTAL PERSONNEL</b>		<b>(13,453.29)</b>	<b>(300.00)</b>	<b>(13,972.00)</b>	<b>218.71</b>	
<b>OTHER COSTS</b>						
Other			(300.00)			Payment for Bucks Open weekend workshop (paid via grant)
Mobile Phone (EE, used by Paola)		(204.94)		(200.00)	(4.94)	
Web Site Costs (Eye Division)		(4,428.00)		(4,400.00)	(28.00)	
LCN - Web Hosting		(224.38)		(100.00)	(124.38)	Includes annual domain fee
Venue Hire		(228.00)		(216.00)	(12.00)	
Insurance - Officers liability		(341.20)		(200.00)	(141.20)	NEW
Exhibition costs		(644.40)	(1,620.16)	(200.00)	(444.40)	for Stowe exhibition 2024. Costs due - PROVISIONAL
Expenses		0.00		(400.00)	400.00	NEW - as separate item. Mileage, gift vouchers. Will be costs in next financial period - bottle/wine, sandwiches/drink
Software		(466.51)		(384.00)	(82.51)	Survey Monkey - 7/11/22 £384. Teams (NEW) + Norton Antivirus for laptop (£34.99)
Newsletter software (Mailerlite) - for members & visitors		(601.20)		(564.00)	0.00	NEW Started in July 2023 (enable subscribers 2.5 - 5k). first month free. ACTION: Being paid via credit card - confirm who it is & pay back. And amend Mailerlite account
Training /coaching sessions for members		(54.00)			(54.00)	Instagram for beginners/room hire
<b>TOTAL OTHER</b>		<b>(7,192.63)</b>	<b>(1,920.16)</b>	<b>(6,664.00)</b>	<b>(491.43)</b>	
		<b>ACTUAL</b>		<b>FORECAST</b>	<b>Difference</b>	
<b>INCOME</b>		<b>£53,052.48</b>		<b>£47,800.00</b>	<b>£5,252.48</b>	
<b>COSTS</b>		<b>-£47,936.97</b>		<b>-£51,402.00</b>	<b>£3,465.03</b>	
<b>Total before adjustments</b>		<b>£5,115.51</b>	<b>-£2,541.34</b>			
		<b>£2,574.17</b>		<b>-£3,602.00</b>	<b>£6,176.17</b>	

Target -£2000.00

Committee Package 2024 (Mia, Sarah, Sam, Heather, Jay, Pete)			
VIG membership	£35.00	6	£210.00
BAW entrants fee - Individual	£95.00	5	£475.00
BAW entrants fee - Group	£49.28	1	£49.28
1/8th page advert in BAW Directory [*]	£81.00	6	£486.00
Total INCOME loss opportunity			<b>£1,220.28</b>
Commission to Teresa (@ agreed 15%, as the adverts weren't available for her to sell)			<b>£183.04</b>

Finance /Keith Package 2024			
1/8th advert in BAW Directory	£89.00	1	£89.00

Link & logo on BAW website for the year	£290.00	1	£290.00
total non income (in return for Treasurer role / AGM report)			<b>£379.00</b>

We were paying £450 for the preparation of the AGM

[\*] £81 is the rate for VIG members (i.e. 10% reduction)