

Treasurer's Reports

Statement of financial viability

PARBICA maintains a healthy cash balance spread across two Commonwealth of Australia Bank accounts, and a transactional PayPal account. There are no unexpected costs or liabilities. There are no expenditure pressures on PARBICA. Funds are sufficient to meet the needs of PARBICA for the forecast operations.

Membership invoicing

2022 Membership invoices were emailed in the last week of March, after confirmation of ICA membership fee schedule. Fees were due 30 April 2022. Prior to invoicing we received ICA approval to waive past dues for 5 ICA Category A members. The Bureau also agreed to waive past PARBICA dues for these 5 members, and for Category C and D members. PARBICA membership rates were not changed.

2023 Membership invoices were emailed between 24 March and 4 April 2023, after confirmation of ICA membership fee schedule. Fees were due 30 April 2023. Prior to invoicing we received ICA notification of a membership fee increase and the addition of a processing fee. These were incorporated into the invoices where PARBICA members have elected to have their ICA memberships invoiced together with their PARBICA membership. PARBICA do not provide this service to Category D (Individual) members. PARBICA membership rates were not changed.

Note to and forming part of the accounts

This special purpose financial report has been prepared for distribution to the members to fulfil the financial reporting requirements under the PARBICA Constitution. The Accounting policies used in the preparation of this report are consistent with the financial reporting requirements of the Bureau's constitution and with previous years, and are in the opinion of the Bureau, appropriate to meet the needs of members.

1. Membership Report as at 31 October 2023

Current 2023 members and their payment status is below. Memberships that remain unfinancial for 3 years are cancelled.

Category	Total	Paid 2023
A – National Archives	18	8
B – Professional Associations of Archivists	3	2
C – Other Related Institutions	30	14
D – Individuals	30	14
E – Honorary Members	10	10
Total	90	48

2. Financial Report - 1 July 2021 to 31 December 2022

This report covers an 18-month period to simplify the reporting to a calendar year rather than a financial year. This period better corresponds to a working and membership year, and better reflects actual activities rather than spreading the costs and revenues from our significant events over two reporting periods. Moving onwards, from 2023, financial reports will be based on the calendar year.

CASH FLOW STATEMENT

INCOME:

PARBICA Membership dues	\$ 6,589.21
ICA Membership dues	\$ 6,000.00
UNESCO Grant – AtoM Toolkit [reserved]	\$ 32,414.10
Bank fees	\$ 11.00
Interest earned on deposits	\$ <u>146.53</u>

Total income \$ 45,140.84

EXPENSES (including GST):

ICA 2021 Membership payments to ICA	\$ 5,707.77
Publishing costs (Website hosting)	\$ 442.75
UNESCO-funded AtoM Toolkit	\$ 34,319.35
ICA General Assembly – President’s flights	\$ 4,921.00
ICA General Assembly – Per Diem	\$ 1,190.00
ICA General Assembly registration	\$ 884.16
ICA General Assembly – Accommodation	\$ 2,768.93
Memberships (Blue Shield Australia)	\$ 75.00
Bank fees	\$ 356.97
PayPal fees	\$ <u>93.18</u>

Total expenses (\$ 50,759.11)

Cash Surplus (deficit) 1 July 2021 – 31 December 2022 (\$ 5,618.27)

BANK RECONCILIATION

Account	Balance at 1 Jul 2021	Plus deposits	Less Withdrawals	Balance at 31 Dec 2022
Everyday A/c	\$28,168.64	\$42,114.31	-\$45,978.17	\$24,304.78
Savings A/c	\$53,192.86	\$146.53	\$0.00	\$53,339.39
PayPal	\$4,883.89	\$2,280.00	-\$4,780.17	\$2,982.95
Totals	\$86,245.39	\$45,140.84	-\$50,799.11	\$80,627.12

President: Julian Chonigolo, Solomon Islands
Secretary-General: Natalie Vaha'akolo, New Zealand
Secretariat: Email: parbica.secretariat@dia.govt.nz

www.parbica.org

Vice President: Timoci Balenaivalu, Fiji
Treasurer: David Swift, Australia
Phone: +649 913 2152

3. Financial Report – 1 January to 31 October 2023 (year-to-date)

CASH FLOW STATEMENT

INCOME:

PARBICA Membership dues	\$ 5,300.00
ICA Membership dues	\$ 3,160.00
Interest earned on deposits	\$ 551.88
PARBICA 20 non-member registrations	<u>\$ 120.00</u>

Total income \$ 9,131.88

EXPENSES (including GST):

ICA 2022 Membership payments to ICA	\$ 3,952.94
ICA Conference President support	\$ 1,077.40
Internet (Web hosting)	\$ 476.75
Memberships (Blue Shield Australia)	\$ 150.00
Bank fees	\$ 156.54
PayPal fees	<u>\$ 86.62</u>

Total expenses \$ (5,900.25)

Cash Surplus (deficit) 1 January 2023 – 31 October 2023 \$ **3,231.63**

BANK RECONCILIATION

Account	Balance at 1 Jan 2023	Plus deposits	Less Withdrawals	Balance at 31 Oct 2023
Everyday A/c	\$24,304.78	\$6,040.00	(\$5,336.88)	\$25,007.90
Savings A/c	\$53,339.39	\$551.88	\$0.00	\$53,891.27
PayPal	\$2,982.95	\$2,540.00	(\$563.37)	\$4,959.58
Totals	\$80,627.12	\$9,131.88	(\$5,900.25)	\$83,858.75

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