

Treasurer's Report

January, 2018

This report includes three attachments:

1. Financial Statement for CY2017 (provisional; to be forwarded in mid-January 2018)
2. Proposed Budget 2018
3. Budget Justifications by committee chairs

I firstly wish to express my deepest thanks to the members of the Budget and Finance Committee, Darla Spence Coffey and John Rautenbach. who have worked very hard and in a timely way to respond to Solidarity Fund applications and throughout the budget-setting process: Their observations and responsiveness are an invaluable contribution to the Association. IASSW is a business, and we need to ensure that the daily operations of the business are done ethically and in good order, and this committee is the place that has that oversight. I also acknowledge the careful work of Rashmi Pandey who oversees membership and credit card income on the website.

Financial Statement

The provisional financial statement for CY2017 is attached to this report. Because the Board meeting is being held so early in 2018 this statement is necessarily provisional, and a final financial statement will need to be approved at the Dublin meeting in July. This statement was received by me too late to comment on it in this report, so I will speak to this statement at the meeting. It is absolutely essential that all payment and reimbursement requests from the Board for 2017 reach the treasurer no later than 10 March 2018 so that we can finalise these statements in time for the audit.

I request that the Board receive the provisional CY2017 financial statement.

2018 Budget

Attached to this report is the Proposed Budget for 2018. A budget must be voted at this meeting. Following the same budget-setting process as previous years, committee chairs were asked to provide a prioritised budget and justification (how that money will be spent) for their committees by 30 October 2016. A proposed budget was developed by the Treasurer and reviewed by the Budget and Finance Committee and Executive. Necessary adjustments were made to ensure that the budget was balanced, and some committee chairs (and the President's Office) were asked to reduce their requests. The budget for 2018 is a conservative one, and takes into account several important factors:

- Membership income is ambitious. It should be noted that a very significant portion of our bulk membership income comes from only one country, and this is a risk;
- Website income is also ambitious, and will require robust marketing to sell this advertising space on our website;

- It is unclear how much profit (if any) will accrue to the Owners from the 2018 Dublin conference. This estimate is conservatively based on the Seoul conference (which was a net of \$26,120 profit for IASSW). I am aware of the controversy about the high registration fees for the Dublin conference, and IASSW must be cautious about this, since we directly profit as an Owner of this conference. If we (and our international partners) are willing to forego our profit then registration costs could no doubt be reduced. As a consequence, of course, our budget and our ability to implement our programmes would also be reduced;
- 2018 is an audit year (as directed by the Board); this is quite an expensive process, although the Board have reduced it to once in four years. The expense includes not only the fee for the Auditor but also to our accountancy firm for their additional time to prepare for and participate in the audit.
- Earmarked funds will be drawn from our investment funds will be drawn down to support the Eileen Younghusband lecturer in Dublin. These no longer come from our operating budget;
- In the same way as the EY funds are included as expenses matching the draw-down on investments, \$125 000 has been estimated as a maximum draw-down from our investment portfolio to support a strategic development initiative. Exactly this amount is listed as 'Strategic Planning (investment)' in the budget. This does not presume that the Board will approve this initiative, or presume any specific amount. Since this is a dedicated project that is exactly balanced by investment income it has no impact at all on the net operating budget.
- Finally, I have included World Social Work Day (WSWD) as a specific listed item in our International Organisation line item, since this is become a regular and significant expense. This expense is something the Board may wish to debate.

I request that the Board adopt the 2018 Budget.

Membership

Invoices for 2018 were sent out to all institutional, individual and bulk members on 1 November 2017. We have a new accountant at Tate & Tryon, and there were some minor problems with the email message, but these have been noted and debriefed for resolution in the 2018 round. We did learn that it is very useful to send through an advisory message to members through IASSW's Google groups messaging; since these invoices are sent out in bulk they are occasionally marked as spam by some servers, which creates anxiety in the recipients, and delays in payment. We should advise members in advance when we invoice. Taken as a whole, however, the invoicing system is working well, and results in timely payments from members who are more easily able to process payment requests through their institutional systems. A reminder will be sent to unpaid memberships on or about 20 February.

Investment Account

As noted in my previous reports, IASSW now has investments in excess of US\$270,000. (As soon as it is available I will make the most recent statement available to the Board; it is regularly sent to the Budget and Finance Committee). At the Board meeting in January 2018, the Board may wish to determine how this significant asset should be used. We require no more than US\$100 000

(exclusive of the Younghusband Fund) as 'rainy day' or wind-up funds, and it would be good stewardship to deploy them for the benefit of the Association and its members.

In January, 2017 I brought the issue of the Younghusband Fund to the Board's attention. At that time the Board authorised me to transfer \$20 742 from our operating account to our investment account, which I did (and reported in the midyear 2017 treasurer's report). We will expend funds from this account to support the Younghusband speaker in July, 2018, as noted in the Proposed Budget 2018. However, there are no plans in place to replenish this Fund, and it remains unsustainable in the mid- and long-term. If we do not replenish it, the Board will be faced with the decision to end the lecture series, to fund it from operating funds, or to make it an honorary lecture only with no funding support.

Concluding notes

As a part of the Board's preparation for the 2018 audit, I remind all members that up to date Conflict of Interest statements must be lodged by all Board members with the Secretary as soon as possible, and preferably by the end of January at the latest.

We would very much like an additional person for the Budget & Finance Committee.

Finally, since I am not standing for re-election, this is my penultimate report to the Board. I am available to brief all candidates standing for the treasurer's role on the responsibilities and daily commitment required of the IASSW treasurer between now and the election. I will be available to provide a handover brief once that person has been elected. I recommend to the Board that there be a one-month period of transition (1-31 August) in order to ensure that there is no interruption to the business operations of the Association. This may need to vary depending on any recommendations and decisions about our corporate and banking home. Meanwhile we plan to sign a continuing agreement with our accountancy firm Tate & Tryon, which has within it a 30-day termination clause.

Respectfully submitted,

A handwritten signature in black ink that reads "Mark Henrickson". The signature is written in a cursive, flowing style.

Mark Henrickson
Treasurer

IASSW Budget 2018 (Proposed)	2018 proposed	2017 Approved	2017 Actual (through 30/09)
Income			
Memberships			
Institution	\$ 56,000.00	\$ 55,000.00	\$ 47,726.00
Individual	\$ 7,400.00	\$ 7,500.00	\$ 6,241.00
Bulk	\$ 53,000.00	\$ 40,000.00	\$ 52,593.00
Life	\$ 500.00	\$ 500.00	\$ -
Affiliate	\$ 1,500.00	\$ 1,500.00	\$ 1,035.00
Total Membership	\$ 118,400.00	\$ 104,500.00	\$ 107,595.00
ISW Royalty	\$ 10,000.00	\$ 6,000.00	\$ 12,109.00
Publications (Sales, Advertising and 2017 UNAIDS Pass-through [\$21000])	\$ 1,000.00	\$ 22,593.00	\$ 20,446.00
Donations	\$ 250.00	\$ 400.00	\$ -
Eileen Younghusband Fund (for lecture expenses)	\$ 2,500.00	\$ -	\$ -
Interest income	\$ 1,000.00	\$ 4,000.00	\$ 1.00
Website income (Adverts &c)	\$ 6,000.00	\$ 4,000.00	\$ 4,000.00
Transfer from Investments	\$ 125,000.00	\$ 30,204.00	
Joint Meeting (Dublin)- est.	\$ 20,000.00	\$ -	\$ -
Total Income	\$ 284,150.00	\$ 171,697.00	\$ 144,151.00
Expenses			
Financial Mgmt (T&T)	\$ 34,300.00	\$ 29,400.00	\$ 19,425.00
Audit & Tax	\$ 12,000.00	\$ -	\$ -
Bank fees & general	\$ 6,000.00	\$ 7,700.00	\$ 5,280.00
Website Depreciation	\$ 1,000.00	\$ 1,000.00	\$ 833.00
Eileen Younghusband Fund	\$ 2,500.00	\$ 20,742.00	
Miscellaneous office	\$ 100.00	\$ 200.00	\$ -
General/Admin Expenses	\$ 55,900.00	\$ 59,042.00	\$ 25,538.00
<u>Board Programme expenses</u>			
IA President's Office (includes EO)	\$ 24,830.00	\$ 21,900.00	\$ 23,744.00
Strategic planning (investment)	\$ 125,000.00		
Preparation for Dublin	\$ 2,500.00	\$ -	\$ -
Officer Expenses	\$ 8,500.00	\$ 6,500.00	\$ 4,796.00
Joint Committees			\$ 1,062.00
Global Agenda Ctte	\$ 1,200.00	\$ 1,427.00	\$ 224.00
Tripartite Ctte	\$ 750.00	\$ 1,500.00	\$ 866.00
Intl Organizations & WSWD	\$ 2,500.00	\$ 3,500.00	\$ 50.00
Board meeting costs	\$ 3,675.00	\$ 1,500.00	\$ -
Archives	\$ 250.00	\$ 600.00	\$ 1,287.00
Capacity Building Ctte	\$ 7,000.00	\$ 5,500.00	\$ 1,341.00
Awards & Honours (NEW in 2018)	\$ 3,700.00		
Human Rights Ctte	\$ -	\$ 1,200.00	\$ -
International Projects Ctte	\$ 12,500.00	\$ 15,500.00	\$ 9,500.00
Language Ctte	\$ 2,000.00	\$ 3,601.00	\$ 661.00
Publications Ctte (incl. 2017 UNAIDS pass- through [\$21000])	\$ 7,000.00	\$ 31,962.00	\$ 23,358.00
Research Ctte & Census	\$ 2,775.00	\$ 320.00	\$ 382.00
Solidarity Fund	\$ 15,000.00	\$ 6,300.00	\$ 5,507.00
UN (NYC) Ctte	\$ 5,550.00	\$ 5,570.00	\$ 2,082.00
Website costs	\$ 1,000.00	\$ 3,375.00	\$ 2,359.00
Webmistress	\$ 2,520.00	\$ 2,400.00	\$ -
Board Programme expenses	\$ 228,250.00	\$ 112,655.00	\$ 77,219.00
Total Expenses	\$ 284,150.00	\$ 171,697.00	\$ 102,757.00
Unrealised gains/losses	\$ -	\$ -	\$ -
Net	\$0.00	\$0.00	\$41,394.00

7/12/2017 9:51

Budget Justifications 2018

(reproduced as submitted, with slight formatting changes to reduce space)

Accountancy (“Financial Management”)

Mark,

I have listed below the 2018 estimated Tate & Tryon fees. The total estimated fees are \$34,300 as listed below;

Accounting services	\$30,800
990 preparation and filing	<u>3,500</u>
Total	\$34,300

As we discussed, the 2018 fee includes the audit for the 2017 financial statements which accounts for \$3,900 of the total increase of \$4,900 from the 2017 fees. I will be preparing an engagement letter for your signature in November. Please let me know of any questions.

We look forward to providing accounting services to IASSW for another year!

Thank you

Maureen



Maureen Downs, CPA
Senior Manager, Tate & Tryon
d: (202) 419-5133
e: MDowns@tatetryon.com
w: www.tatetryon.com



Washington, DC
202-293-2200

New York, NY
646-455-1000

Audit Firm

Hi Mark, it is great to hear from you. We certainly would be very happy to perform the audit for IASSW. I would estimate the cost to be approximately \$12,000. Please let me know if you want me to prepare an official engagement letter. Thanks and I look forward to hearing from you. Best regards, Terri



Terri McKnight, CPA
Partner/Audit Department Director

Archives Committee

Regarding the Archives committee, the only expenditure I foresee is to produce a poster or banner for the Dublin conference. I am going to be working with Rashmi to prepare a large poster or exhibit featuring photographs and some text celebrating our 90th anniversary of the IASSW. I think we if we can budget about \$250 that should be adequate, assuming that Rashmi or volunteers can do the design.

(Lynne Healy)

Capacity Building Committee

Requested Budget, 2018

Item	Amount	Rationale
1. Regional Resource Centres	\$4000	40% balance on RRC #2 = \$1600 60% payment on one additional RRC = \$2400
2. Capacity Building Mini-conferences	\$4500	3 workshops in 2017; \$1500/each - January 2018, Zagreb - February 2018, Azerbaijan - July 2018, Dublin

Total requested: \$8500.00

Darla Spence Coffey
Chair Capacity Building Committee
November 2017

Census Committee

Dear Mark,

Census Budget Request:

As Chair of the census committee, I hereby request the funds to renew the Gold SurveyMonkey licence from 2017 to 2021 renewed annually for 5 years
+- **USD\$355** per year (R4,499 – my display – see billing profile info below.)

Sincerely,

Dr John Victor Rautenbach

Board Member: International Association of Schools of Social Work (IASSW)

Chair: Standing Committee on the World Census of Social Work Programs

ExCo: Association of South African Social Work Education Institutions (ASASWEI)

Board Meeting Costs

Zagreb

#1 Dear Mark,

Today I had the talk with the catering agency that could provide food and drink during the meeting and conference in Zagreb. The prices are as follows:

- morning and afternoon coffee/tea/cakes/fruits cca 4 EUR/person - For 3 days it is cca 120 persons (20 + 50 + 50) what amounts 480 EUR

- lunch during the meeting days cca 10 EUR/person - For 3 days it is cca 60 persons (10 + 25 + 25) what amounts 600 EUR

- lunch after the mini conference cca 10 EUR/person - cca 100 persons what amounts 1000 EUR

- additional amount should be added for the water and service at the spot in amount of cca 300 EUR
According to this estimation the total cost would be cca 2380 EUR. This is just estimation but I hope the final cost should not much differ.

(Nino)

#2

Rashmi informed me that already first day on Friday afternoon whole board meeting will be held which means 25 persons will attend. This is (15 persons x 4 EUR) 60 EUR more for the coffee/tea this day. Just to inform you and here is her e-mail concerning this:

Actually, it was planned to have only ExCo meeting on the first day (Friday, January 26) but when I started working on agenda, the list is long.

So we will start full board meeting on Friday, January 26 post lunch. I hope there will NO problems in arrangements.

Please count members of Tea/Coffee as follows:

Friday 26, 2018: ExCo Meeting- 9.00-12.30 - Morning tea at 10.30 - 10 persons

Friday 26, 2018: Full Board Meeting- 2.00-5.00PM- afternoon tea - 25 persons

Saturday 27 & Sunday 28, 2018: Full Board Meeting - two tea/coffee breaks for 25 persons.

(Nino)

Dublin Conference Preparation

Dublin Conference preparation (2018)		
Sl. No.	Particulars	Amount (USD)
1	Souvenir at IASSW booth (may be pen, clip or small bags)	500
2	souvenir to board members, who completed their term	500
3	GA expenses (high tea)	3000
4	Poster, banner at the booth	500
4	TOTAL	4500

Honours and Awards

No budget submitted. Estimate by Treasurer is based on return economy flights and accommodation for Kendall and Younghusband award recipients; these recipients are unknown at this writing. Note that costs for the Younghusband award recipient are offset by a transfer from a designated fund in reserves (per Board directive, Jan 2017), which appears both as income and an expense under "Eileen Younghusband Fund".

Human Rights

No budget submitted.

International Projects Committee

Dear Mark

We request USD15,500 for the International Projects budget for 2018. This is the same as the 2017 budget and similar to previous budgets. We are in the process of distributing the 2017 allocation and still have earlier projects in process. The call has been made for applications to begin in 2018 and we expect to grant at least 3 projects with this budget, the same as the 3 projects granted for 2017.

Further details can be given, however our latest report to the Executive of 30 July is attached.

Regards

(David McNabb)

Joint Committees

These estimates are based on actual costs in 2017, and informed by 2018 estimates from the President.

Language Committee

BUDGET ESTIMATES FOR 2018

Description	No. of languages	Estimated words	Rate	Total (US\$)
Translation of key documents	4	50,000 per language	750 USD per language	3000 USD

Note: The selection of documents for translation is an ongoing process although we have listed priority documents on the basis of which we get these estimates.

(Janestic Twikerize)

Publication Committee

Budget	Description	Amount
Social Dialogue magazine	3 issues in 2018 – Jan/Feb, June/July and October/November	\$6,000
Eileen Younghusband Book	Postage to Dublin conference June 2018	\$500

(Linda Kreitzer)

Officer

B Shank

Hi Mark,

Unless I am missing something or haven't heard about it yet, I think I will have one combined travel commitment in 2018, the Board meeting in Zagreb, January 2018 and the Tripartite Meeting in February 2018, London. I will be combining these two meetings.

Estimate:

\$1400 – air (Mpls.-Zagreb-London-Mpls. 1/24 – 2/11/18)

\$1250 – lodging (Zagreb six nights; London four nights)

\$ 750 – food (Don't know what will be provided in Zagreb or London?)

\$100 – transportation (London)

Total \$3500

Barbara

M Henrickson

Zagreb travel: NZ\$2400 (US\$1645) + €485 (US\$570) Accommodation=US\$2215 (actual)

Dublin travel: NZ\$3000 (US\$2060) + €600 (US\$700) Accommodation (est.)=US\$2760 (est. only)

Total: US\$4975

President's Office (rev)

President's Budget-2018						
Sl. No.	Particulars	Approximate date/month	Amount (USD)			
President travel				Administrative cost		
	A. Jan Board Meeting			1	Rashmi's salary (for 2018)	@ 840 USD/month 10,080
		January		2	Rashmi's travel for IASSW board meetings (2)	2000
1	Train and bus		150	3	Stationary charges (postal charge)	500
2	accommodation at Zagreb		600	4		
3	Meals/Local Travel		500		sub total	12580
		sub total	1250		TOTAL BUDGET FOR 2018	
	B. Bangladesh Visit	January	700	1	PRESIDENT'S TRAVEL	12250
	C. ISC Meeting - Rimini (2020 Conf.)	February	500	2	ADMINISTRATIVE COST	12580
	D. SAGE Meeting-LONDON	February	1000			
		sub total	2200		TOTAL	24830
	E. WSWD Bangkok	March			TOTAL BUDGET FOR 2018	24830
1	Airfare		800			
2	accommodation at Bangkok		500			
3	Meals/Local Travel		500			
		sub total	1800			
	G. ISC Meeting-Dublin (2018 conf.)	March	500			
	H. ESWRA Conf. at Edinburg	April	1000			
		sub total	1500			
	I. World Conference+IASSW Board Meetings -Dublin					
1	Airfare (supported by LOC Dublin)	JULY	0			
2	Accommodation at Dublin (supported by LOC Dublin)		0			
	Meals/Local Travel		500			
		sub total	500			
	J. Colombia Conference	September	2000			
	Contingencies		3000			
	Grand Total		12,250			

(Rashmi Pandey)

Research Committee

Hi Mark,

Here are the details. Please let me know whether you need any additional information.

Thanks,

Dixon

Activities of the Research Committee over the next year

1. Conduct workshop in Dublin (in part to gather information regarding: research integration in social work education; and global trends in social work education)
2. Conduct extensive literature reviews on these topics
3. Conduct a survey of the social work programs
4. Prepare reports for dissemination

BUDGET:

We are **not** seeking funds for the conference (conference fee, travel, etc.)

1. Equipment /software

- Recorder for workshops and collecting interview data - **\$99.95.**

(This will be returned to the IASSW office upon completion of the projects)

2. Research assistant/coordinator

- (5 hrs/week X 26 weeks = 125 hrs @\$18 per hour) = **\$2340**

The coordinator/assistant will be helping with the following:

1. Literature search and literature reviews
2. Development and administration of survey
3. Workshop facilitation in Dublin (2)
4. Transcribing workshop data and assist with analysis of survey results.
5. Coordinating work of Research Committee members

United Nations (NYC) and Archives

IASSW United Nations Representation
New York Headquarters
Budget Request for 2018

NGO Committee Dues:

- 50 NGO Committee on Mental Health dues
- 50 NGO Committee on Social Development (CSocD) dues
- 50 NGO Committee on the Status of Women (CSW) dues
- 35 NGO Committee on Migration dues

- 35 NGO Committee on the Family dues

- 100 NGO Working Group on Girls

- 75 Other—for other NGO Committee dues for groups we will join during the year

Subtotal for Dues for NGO Committees: \$395

Annual UN International Participation in Commissions

Commission on Status of Women (CSW)

- \$210 CSW (Commission on the Status of Women) parallel event registration
- 150 Projector Rental for CSW parallel event
- 45 CSW Reception Registration
- 25 Flyer (for printing a modest number. Last year, the intern designed our flyers and most were distributed electronically)

Annual UN Commission on Social Development

- 200 room fee for sponsorship of side event
- 150 Projector Rental for CSocD side event
- 25 Flyer (printing—as above)

High Level Political Forum

- 200 room fee for UN room
- 150 projector rental for side event

Subtotal of Budget for Commission participation: \$1155

Interns' Stipends

- 4000 \$1000 stipend each per semester for two interns

Total UN Budget Request \$5550

Request does not include Social Work Day at the UN and Global Social Work Student Day. We believe there is enough money left in the past account to cover the expenses, plus the committee does fund raising.

Submitted by Lynne Healy, Main Representative – UN Headquarters
Submitted November 7, 2017

NOTES:

Overall, the more active IASSW is at the UN, the more expenses we incur.

* These are charges for sponsorship of side events/parallel events (workshops) at the major UN Commissions. We can sometimes avoid some of these if we co-sponsor sessions. In 2017, we did incur expenses for the Commission on the Status of Women, as we were the main sponsor of our side event there and registration was \$210. In 2017, we were able to partner with ICSW on a side event for the Commission for Social Development; our partner engaged the ILO as an additional co-sponsor and we therefore did not have to pay for the room and projector. We did share some expenses with other NGOs for a parallel event at the High Level Political Forum To be safe, however, I am requesting funds to ensure that we are able to sponsor events as an NGO. This is one of our major areas of impact.

Additional note on intern stipends:

The graduate student interns have been receiving a stipend of \$2000 per year. We again have 2 graduate interns. This is not a salary, but is given to help offset the considerable transportation costs that the interns have to travel to the UN. In the U.S., schools of social work normally require that the host agency provide students with office space and access to computers and telephones. We are not able to do this, as we have no office in New York. Therefore the stipend compensates to some extent. We have been supporting up to two interns and we have two new interns for 2017-18. They are already engaged and representing us on NGO Committees plus assisting Dr. Gatenio Gabel with the planning team for Social Work Day at the UN. The interns greatly extend our reach at the UN. They are each at the UN for 20 hours per week during the academic year and can therefore represent us with consistency and intensity. This year again, they will be providing monthly updates on their activities and UN priorities through a newsletter for the IASSW website.

Donated Services and Expenses: Note that Lynne Healy, Main Representative, is providing professional field instruction weekly as an IASSW volunteer for no pay. She also has paid her own travel expenses to the United Nations for 7 of her 9 years of involvement. Beginning in 2015-2016, the University of Connecticut (home school of the interns) reimbursed Dr. Healy for travel expenses of approximately \$1000. She usually incurs at least an additional \$1000 in travel expenses.

Website & Webmistress

One year website hosting charge for 2018 = INR 65000 =1000 USD

- Web mistress charges 210 USD/month= 2520 USD
- Chat Forum on website (one time charge) 1500

TOTAL =1000+2520+1500= 5020 USD

TOTAL EXPENSES= 5020 USD

Expected website advertising income in 2018

4 banner advertisements @ \$1500 per ad= \$6000

TOTAL INCOME= US\$6000

(Rashmey Pandey)