



### **Treasurer's Report ALM-19 AGM 2012**

1. Beth Kelly had to retire from the office of Treasurer late in 2011 for personal reasons, we thank her for all the work she has done for ALM. Ruth Moulton took over from her.
2. Our income dropped a little this year (2011/2012) due to two factors
  - membership, which is our main source of income, dropped
  - we had no sales of printed publications

but we have a little over £16K in reserve with which to fund expenditure.

3. We have put in place procedures for authorising payments as follows:

For expenditure of £100 or greater

- Suitable estimates or quotes should be obtained beforehand and submitted to the treasurer or trustees
- the agreement of the treasurer and at least one other trustee must be obtained in writing (email or letter or minutes of a meeting)
- the treasurer will issue a purchase order number when the agreement is received
- the purchase order number must be quoted when the invoice is submitted for payment or a request for reimbursement is made (otherwise invoice/reimbursement may not be paid)
- all such requests must be accompanied by receipts/invoices (on paper or electronic)

For expenditure of less than £100

- request a purchase order number from the treasurer before going ahead with the expenditure
- quote this number when requesting re-imbursment, or submitting an invoice to ALM
- for regular payments, such as the subscription for the web server, a single purchase order number may be issued and used repeatedly

Electronic payments must be authorised by two trustees (neither of whom can be the beneficiary of the payment). This latter requirement is one that ALM imposes, it is not policed by the bank as yet.

Cheques must be signed by two of the signatories who are registered with the bank.

The initials of people authorising payments are noted in the account sheets



## Adults Learning Mathematics - a Research Forum

---

The procedures may only be altered with the agreement of a simple majority of the trustees.

4. A balance sheet has been designed for use by conference organisers, it should be completed and sent to the treasurer when the final accounts are known, this is to formalise the information for ALM records. The form will be used for the first time for ALM 18 (Dublin 2011).

5. The income and expenditure for 2011/12 is straight forward except for one item, an expenditure of over £1400 for postage and packing. This arose when the printed proceedings from ALM 17 were sent to London for redistribution to members who had not attended, and to hold as stock. (£1,110.35 of which was shipping from Oslo to London). Such expenditure should be avoided in the future, we need to explore how to minimise delivery costs (e.g. by making use of print on demand facilities etc) and storage requirements (now that proceedings are available on line, we need only hold a handful of printed copies).

Following this situation more formal arrangements for expenditure have been instituted. These are described above.

6. We have awarded bursaries for attending ALM 19: 3 for £250 awarded to previous attendees. 2 bursaries for £750 for first time attendees were available but not applied for at the time of writing.

Ruth Moulton,  
Treasurer  
17/6/12