



Budget 2019-20 Explanatory Notes

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| Overall Risks | Assume we stay as we are in terms of International organisation although later in the year some changes due to Join Up with CILT UK may occur. These will be dealt with by a re-forecast. Also this budget assumes no additional resource requirements from the Join Up work are needed. Again will re-forecast if that occurs. |
| Annual Fees - prior year | Add in 4.75% increase year on year to increase rate from £2.10 to £2.20 per member |
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| Membership Assessment | Assumed flat line compared with 2018-19 |
| Education & Qualifications | Education Income History 2016 = £313k; 2017 = £368k; 2018 = £285k (9 month Jan - September) |
| | 2018-19 (12 months Financial year) Actual Oct to Dec = £97.0k. Actual Jan to July = £262.3k (Database income plus direct income from China etc.) Aug to Sept 2018 actuals = £65.9k Total = £425.2k |
| | £35.4k per calendar month average over the YTD for 2018-19 |
| | Projection for 2019-20 at £35.4 per month = £425k. |
| | NB: YTD Jan to July invoiced income 2019 In database = £253.8k cf same period in 2018 = £199.2k = 25% increase. |
| | Flatline 2019-20 at £425k as a base & then add price increase from April 1st 2020 (Flatline because of risk in delivery as Join Up activities in education are scoped) |
| | Price Increase: 6 months of price increase of 9% from 1st April 2020 = £425k x 4.5% = £444k |
| | Total Education Income for 2019-20 = £444k |
| | Split between Accreditation and Registration income as per 2018-19 modified by Oct to December 2018 not being correctly assigned |
| | Accreditation Income = £20k Registration Income = £424k |



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| Centenary Income | No sponsorship income assumed - possible from Air Asia still |
| Other income | China income to be increased from £2640 to £5k for 2020 conference |
| Dividends and Interest | Average £5500 |
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| SG Fee | KN = £400 a day x 3.5 days x 48 weeks x 1.2 VAT rate = £80640 |
| | ANO = £350 a day x 1 day x 12 weeks = £4200 |
| | Total = £84840 |
| SG Expenses | Same cost base as 2018-19 |
| Presidents Expenses | Rules for President established as Malaysia take costs after first £5k |
| VP Development Projects | Global Convenor WiLAT travel costs = \$5930 = £4875 |
| | WiLAT Office - admin costs borne by International = £2500 |
| | President Elect and IVP travel for supporting events = £12k |
| Annual Conference | No convention held in this budget year - will be costs in Secretarial but no support attendance costs for 2019-20 |
| PDC Fee | JH one month costs plus one months support costs for handover = £350 x 1.2 days a week x 10 weeks = £4200 |
| | ANO - 3 months education support for KN - November to January inclusive = £350 x 1.2 days a week x 12 weeks = £5040 |
| | Recruitment of new business development lead from February 1st 2020 = 8 months salary of £45k pa = £30000. Plus employment costs = NI at 13.8% & Pension at 6% = £4140 NI, £1800 Pension |
| | Recruitment costs to recruit a new BD Manager = £15k |
| | Zoe Roberts full year costs including employment costs = £35k |
| PDC Expenses | Based on 2018-19 |
| Committee Costs | Based on 2018-19 |
| Moderation, Exam Fees | Forecast view of 2018-19 is £92k total spend. Risks with new moderators starting in October 2019 so apply increase on moderation fees on 2018-19 = Total £100.62k |
| Accreditation Costs | Based on 2018-19 |



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| Accreditation Recharge | Based on 2018-19 |
| Education Devp & Marketing | See Education Development Word document |
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| Membership Admin Costs | Based on 2018-19 |
| UK License Fees | Based on 2018-19 |
| Admin Support HK | Only HK fees at £4500 a year pro rated |
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| Secretarial | Capped at £71300 against Marketing Submission |
| | CW = 25hrs a week x 48 x £30 an hour = £36000 |
| | JC = 15 hours a week x 48 x £20 an hour = £14400 |
| | C Weldon = 15 hours a week x 48 x £15 an hour = £10800 |
| | Additional £5k for extra task in conference weeks |
| Territory & Branch Governance | No costs planned |
| Sundry Administration Costs | Based on 2018-19 |
| Website & Communications | Capped at £21k for Savoy event & £29,470 for brand support & web & email maintenance costs |
| Audit, Legal & Professional | 2018/19 Quote £5000 plus 5% = £5250 and insurance £793.22. Total £6043.22 |
| Legal - Merger | Legal fees potentially from Join Up with CILT UK |