

Report from the BKA Treasurer 26th April 2020-v2

RE: YR 2019

Thankfully 2019 was a fairly straightforward year.

The transfer to Googledrive from OpenDrive early in the year was successful, and an improved process of claims and payments is now established. Copies of all claims and approvals are saved for validation.

Sedulo had again been approved (last AGM) for the independent financial review, so were provided with access to the above stored files, bank statements, BKA on-line transactions and treasurer spreadsheets. There were 826 line items (credits and debits) on the bank statements plus 6,639 important it is that we ensure each entry has a valid and accurate event reference, otherwise correct allocation of costs is difficult. The Sedulo report has now been finalised and been issued.

A point to bear in mind is that while the BKA financial year is 1 Jan to 31 Dec, the Sedulo accounting practise also takes into account accruals, i.e. bills and payments made in 2020 for 2019 events. This highlights how important it is to get claims submitted as soon as possible, as late claims cause changes to the analysis and are disruptive.

A point to note in the Sedulo accounts is that a re-statement of the 2018 accounts is shown. Page 6 indicates the change. It was believed by Sedulo that the EKF fees had been accruals since 2017, as the 2017 fee was paid late in 2018. In our end of year reviews this year it was found that the subsequent 2018 fee was also paid in 2018, hence not an accrual, and we have paid on time since then, so we have asked for this adjustment to be reflected in this years' report.

This is also the time of year we review the individual Bu and NC budgets. The Bu teams have their own forecasts so I will focus on the Central Services (CS) position.

The main source of income for CS are the membership fees, a total of £31,544 in 2019. Of this, £10,734 came from new members, students, temp and junior members. This is a risk area for renewals in 2020 due to Covid19 and possible dojo closures. The remainder mainly comes from renewals, with small sums from coaching courses and interest.

Of the spend, big expenses were Member Insurance £16,197, the AGM £4,353, Sedulo audit £3,000, fees to EKF £2,370, bank charges £2,803, DDC Vetting £1,179 and Worldpay charges £2,051. NC meeting expenses have been kept to minimum, £525.

I also want to emphasise the need for Bu expenses to go through the Bu cashiers before coming to the treasurer to ensure records of all claims and approvals are stored correctly online for annual audit.

Following the April 2020 NC meeting when the Jodo Bucho queried the laido and Jodo summer seminar split-booking costs, and subsequent to Sedulo completing their review and report, there was a re-allocation of some event codes in the laido Bu favour, plus a small adjustment in the NC income. The result is that laido Bu income increased by £1241 and expenditure increased by £990, Jodo Bu income decreased by £2,111 and expenditure decreased by £990, and the NC income increased by £850. There is of course no change to the overall BKA financial position.

I have provided a number of summary attachments for information that provide details of the financial transactions of the BKA, NC and Bu's, which includes the above event code adjustment figures.

One of the charts shows the overall cash available to the BKA over the last few years. There has been a constant reduction in cash holding, generally by design. This was mainly achieved by reducing the membership fees, but I feel now we need to maintain the current levels at a minimum. There is a high probability that income is at some risk over the next year, so we all need to maintain focus. It may be prudent to evaluate if travel and accommodation bookings have some insurance in case of unexpected cancellations.

RE: YR 2020

Needless to say, we are in a period of uncertainty, turmoil and locked out of our dojo's, however the BKA is still functioning.

Member insurance has been paid, £16,946.

EKF membership fee paid. £2,626.

A summary of finances up to 31 May is attached.

Attachments

- Attachment 1. The table summarises BKA income and expenditure for 2019.
- Attachment 2. The table summarises income and expenditure to date for 2020. I've also shown how much we rely on the membership fees to continue.
- Attachment 3. This chart shows the overall BKA cash over the last few years

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BKA Treasurer