



## TREASURERS REPORT 2015/2016 CALENDAR YEAR

2015 and 2016 have been tough years for the Association. The website crash which closed processing of memberships/renewals for almost 12 months - on the back of memberships and renewals not being processed for the majority of 2013/14, resulted in the Association having less than half its expected income for almost a 3 year period.

The Committee has been creative and agile during this time and made a number of tough decisions regarding projects, especially with regards to legacy contracts. Emphasis was moved from print copies to digital versions and a stronger push for the Shadow Awards. The Short Story/Flash Fiction competition has been a strong performer with low cost and high return along with the various publication, social media and networking actions undertaken by the Committee to encourage member interaction and renewal/signup.

This coupled with new blood assisting with the membership/renewal has put the Association in a strong position to move forward. Recent renewals have been strong with a large number of members still awaiting renewal. If even a small percentage of these get back on board, the Association will be in a very strong position financially.

There are some ongoing issues which still need to be addressed. The ANZ account is currently being "worked on" and those funds should be available soon. However, it is strongly recommended that the incoming treasurer and committee setup a new account at a different bank as soon as possible - especially one which allows for EFT transfers. There are outstanding Amazon payments/royalties for last years Anthology along with previous ME payments. This also needs to be investigated to recoup these funds.

The figures for Web Hosting/Domains is high for 2016 compared to previous years due to a number of 2 year/3 year expenses falling in this period. It is recommended that the committee look at alternative options to compare how competitive the current pricing is, however not at the risk of shutting down membership processing again.

As it currently stands, if projected income is only the current memberships renewing, the Association would have 2017 income of approx. \$2167.34 with projected expenses of \$3173.05. This would leave the Association with a shortfall of \$1005.71 or approx. 50 membership renewals/new members.

This figure assumes all outstanding debts (including reimbursement of Committee member payments) are finalized straight away. It also does not include any income from other streams such as the Competition or Amazon payments - this is the worst case scenario. Also many of the projected expenses in this are later next year (such as the Shadow Awards Trophies) and GoDaddy which is monthly. This figure is based on account details right now and if payments for all of these was today.

With the launch of the new Midnight Echo Anthology and Membership running as smoothly as it has since 2012, I believe the Association is in a strong position to grow its numbers, solidify its financial position and finally be clear of the debts and contracts which were inherited by a previous regime.

I'd also like to remind all Committee members that we are a not for profit organization and we are meant to spend the money we receive on projects. Whilst it is always great to have extra funds available for the unexpected, running the balance close to the edge is not new or unexpected.

Thank you all for your support over the last few years through a number of hard decisions. I believe we have corrected the course of the Association in this time and whilst 2017 may be another year of stabilizing, the foundation is there for the AHWA to take the big steps it is capable of.

Cameron Oliver - AHWA Treasurer

## 2015 CALENDAR YEAR FINANCES

ACCOUNT	Opening Balance 01/01/2015	Credits	Debits	Total +/-	Closing Balance 31/12/15
ANZ ACCOUNT	884.36	95.00	0.00	95.00	979.36
PAYPAL	2927.42	1199.48	2823.20	-1623.72	1298.37
TOTAL	3811.78	1294.48	2823.20	-1528.72	2277.73

\*There is a variance of \$(-8.89) on PayPal Credits vs Debits due to slight inconsistencies with PayPal balance displays and US transaction figures

\*Website Rescue - \$600 - Website out of Action from Late Sept 2015 - Not fully operational until June 2016 - funds are part of Committee member reimbursement

\*\* Paypal Fees for 2015 - \$(-61.01)

### MAJOR INCOME STREAMS 2015

MEMBERSHIP RENEWALS - \$722.76

COMPETITION ENTRY FEE - \$410.75

WEBSITE DOWNLOAD SALES - \$104.94

\*Amazon Sales/Royalties needs to be followed up for outstanding amounts

### MAJOR EXPENSES FOR 2015

MIDNIGHT ECHO 11 CONTRIBUTOR PAYMENTS - \$1493

GODADDY WEB HOSTING VARIOUS - \$648.17

ANTHOLOGY CONTRIBUTOR COPIES - \$260

WEBSITE REPAIR - \$600

2013 SHADOW AWARDS - \$233.63 (Actual Trophies paid 2013)

2014 SHADOW AWARDS - \$875.61

\*\* GoDaddy has been contacted regarding two payments without corresponding invoices

## 2016 CALENDAR YEAR FINANCES

ACCOUNT	Opening Balance 01/01/16	Credits	Debits	Total +/-	Closing Balance 13/11/16
ANZ ACCOUNT	979.36	265.00	0.00	265.00	1,244.36
PAYPAL	1298.37	2726.04	2973.03	-246.99	1053.68
TOTAL	2277.73	2991.86	2973.03	18.83	2298.04
PROJECTED IMMEDIATE EXPENSES FOR REST OF 2016					
GODADDY			169.12		
2016 AWARDS			120		
ME BEST OF CONTRIBUTOR PAYMENTS			250		
TOTAL			539.12		
TOTAL AVAILABLE AFTER ABOVE PAYMENTS MADE					\$514.56

\*There is a variance of \$1.49 on PayPal Credits vs Debits due to slight inconsistencies with PayPal balance displays and US transaction figures

\*\*Paypal Fees for 2016 equate to \$(-113.54)

If the above immediate expenses were to be paid immediately, the total immediately available funds for the Association would total - \$514.56

There would still be \$1244.36 in the ANZ account but these funds have already been 'spent' and are required to be reimbursed when available. For the purposes of operating, the PayPal balance after the above payments, should be used when looking at budgeting and financial position

The following are future expenses which will need to be addressed and are discussed in full detail further in report

FUTURE EXPENSES	
SUBSCRIPTION REFUNDS	235.60
UNCONTACTABLE REFUNDS	93.05
COMMITTEEE MEMBER REIMBURSEMENT	1200 (approx)
TOTAL	1528.65

### MAJOR INCOME STREAMS 2016

MEMBERSHIP RENEWALS -	\$1861.47 (approx 97 renewals)
COMPETITION ENTRY FEES -	\$439.68 (approx 52 entries)
WEBSITE DOWNLOAD SALES -	\$35.89 (no longer operational)

\*Amazon Sales/Royalties needs to be followed up for outstanding amounts

## MAJOR EXPENSES FOR 2016

GODADDY WEB HOSTING VARIOUS -	\$998.17
ANTHOLOGY CONTRIBUTOR PAYMENTS -	\$250
2015 SHADOW AWARDS -	\$1180.64

## PROJECTED INCOME STREAMS FOR 2017

Memberships are the backbone of the AHWA, with the Association being totally dependent on having the membership processing active to ensure any income

As of 13/11/2016 there are 113 fully paid members. Approx income stream if all renew in the 2017 Calendar Year - \$2167.34

Currently there 128 pending renewals. Approx income if % these renewals are paid upon receiving reminder notice:

100% -	2455.04
90% -	2205.70
80% -	1956.36
70% -	1707.02
60% -	1457.68
50% -	1227.52
40% -	978.18
30% -	728.84
20% -	479.50
10% -	230.16

Suggest New Committee and Membership Officer target these members awaiting renewal with the Midnight Echo promotion as these members should be easier to convert and even if 10% renew, this would almost fully cover contributor payments

## OTHER 2017 PROJECTED INCOME STREAMS

New Membership Sign Ups  
AHWA Short Story & Flash Fiction Competition  
Midnight Echo Anthology Sales  
Mentor Program  
Re-open online sales for previous issues of ME

\* There are outstanding Amazon Royalties/Payments that need to be chased up. These have not been included as a reliable income stream but should provide some extra funds\*

## **PROJECTED EXPENSES FOR 2017**

GODADDY -	\$500-600
SHADOW AWARDS -	\$1160
SHORT STORY/FLASH COMPETITION -	\$120
REIMBURSEMENT OF COMMITTEE MEMBER -	\$1200
UNCONTACTABLE REFUNDS -	\$93.05
TOTAL PROJECTED EXPENSES 2017 -	\$3173.05

## **EXPENSES BREAKDOWN**

### **2015 COMPETITON -**

Competition Entry Fees -	\$410.75
Costs - (Winners Plaques & Postage) -	\$120
Total Revenue Generated -	\$290.75

### **IN SUNSHINE BRIGHT and DARKNESS DEEP ANTHOLOGY**

Contributor Copies - 13 x \$20 = \$260

\* Income has not yet been received - this will need to be investigated and followed up

### **2016 COMPETITION -**

Competition Entry Fees -	\$439.68
Expected Costs (Winners Plaques & Postage) -	\$120
Expected Total Revenue -	\$319.68

\*2016 Plaques have not yet been invoiced for

### **SHADOW TROPHIES 2013**

Trophies - 5 x trophies -	\$495
1 x Trophies Hand Delivered	
Postage - 4 x trophies -	\$174.05
Boxes -	\$11.40
Packing -	\$16.97
Engraving -	\$25
(paypal transfer fee \$6.21)	
<b>TOTAL COST -</b>	<b>\$728.63</b>

### **SHADOW TROPHIES 2014**

Trophies - 6 x trophies - \$720.00 (PAYPAL ACTUAL)	\$739.02
plaques -	\$24.00
3 x Trophies Hand Delivered	
3 x Trophies Postage -	\$92.60
Packaging materials -	\$19.99
Boxes (free)	
<b>TOTAL COST -</b>	<b>\$875.61</b>

## SHADOW TROPHIES 2015

Trophies x 7 - \$910.00 (PAYPAL ACTUAL)	\$934.26
2 member requested Trophies - 400.00 (ACTUAL PAYPAL RECEIVED \$389.00)	
ACTUAL PAYPAL SENT FOR TROPHIES (net loss 21.70)	\$410.70
plaques	\$36.00
boxes - office works receipt -	\$17.99
bubble wrap - office works receipt -	\$19.99
postage - 7 x trophies -	\$112.40
CURRENT COST -	\$1120.64

(PayPal transfer fees of \$24.26)

\* Design of trophies altered slightly to make them lighter and to save Association postage costs - design testing and alteration undertaken at no cost by LPFX Studio

\*\* Member's who requested extra/replacement trophies to be contacted for postage expenses - Association has incurred slight loss of approx \$21.70 on actual trophies

### EXPECTED REMAINING COSTS FOR 2015 TROPHIES

2 x trophies postage -	\$30-40
2 x trophies packaging -	\$19.99
TROPHIES 2015 (PROJECTED) APPROX TOTAL COST -	\$1180.64

\*Costs for the postage and packaging of the 2014 & 2015 trophies are approximate and were paid for by committee member. These will be reimbursed via the funds in the ANZ account when they are available. Invoices/Receipts for all payments to be reimbursed will be presented prior to any reimbursement

\*\* Please note that this 2 year Calendar period has absorbed the cost associated with 2013,14 & 15 Shadow Trophies - an extra \$233.63 on a normal year of trophies

## **TROPHIES 2016 (PROJECTED) COSTS**

If new committee decides to continue with Shadow Awards in their current format, here are projected costings. Projected that each trophy will increase by amount of \$10 each

Trophies x 7 - @ \$140 each -	\$980
Postage x 7 - @ \$20 each -	\$140
Packaging -	\$40
Approx Estimated Total -	\$1160



**GODADDY CHARGES 2015**

DATE	PRODUCT	TERM	AMOUNT
1/1/15	Deluxe Hosting Renewal	1 month	12.69
2/2/15	Deluxe Hosting Renewal	1 month	13.34
3/2/15	Deluxe Hosting Renewal	1 month	13.27
1/4/15	Deluxe Hosting Renewal	1 month	13.60
2/5/15	Deluxe Hosting Renewal	1 month	11.24
01/06/15	Deluxe Hosting Renewal	1 month	13.55
27/06/15	Business Email Renewal	1 year	97.44
01/07/15	Deluxe Hosting Renewal	1 month	13.44
22/07/15	Email Storage Upgrade	1 year	25.39
02/08/15	Deluxe Hosting Renewal	1 month	14.15
01/09/15	Deluxe Hosting Renewal	1 month	14.59
07/09/15	Unknown - Invoice requested		14.93
09/08/15	Midnight Echo .com renewal & Private Domain Registration	1 year	34.20
01/10/15	Deluxe Hosting Renewal	1 month	14.67
01/11/15	Deluxe Hosting Renewal	1 month	14.53
28/11/15	Deluxe WordPress Hosting Renewal	1 year	155.60
01/12/15	Unknown - Invoice requested		150.39
03/12/15	AustralianHorror.com renewal	2 years	31.15
		TOTAL	648.17

\* 2 x payments to GoDaddy do not have invoices - these have been requested

**GODADDY CHARGES 2016 -**

DATE	PRODUCT	TERM	AMOUNT
01/01/16	Deluxe Web Hosting	1 month	14.22
02/01/16	Deluxe Web Hosting	1 month	14.65
07/02/16	Mini Online Storage Renewal	2 years	245.72
	Group Calendar Renewal	2 years	
	Business Email Renewal	2 years	
02/03/16	Deluxe Web Hosting	1 month	14.48
01/04/16	Deluxe Web Hosting	1 month	13.51
11/04/16	Standard SSL Renewal	3 years	288.34
02/05/16	Deluxe Web Hosting	1 month	10.88
01/06/16	Deluxe Web Hosting	1 month	9.99 USD
28/06/16	Business Email Renewal	1 year	82.05
02/07/16	Deluxe Web Hosting	1 month	13.89
21/07/16	Email Storage Upgrade	1 year	33.06
01/08/16	Deluxe Web Hosting	1 month	13.66
02/09/16	Deluxe Web Hosting	1 month	13.74
08/09/16	Midnight Echo.com renewal	1 year	33.81
01/10/16	Deluxe Web Hosting	1 month	13.53
01/11/16	Deluxe Web Hosting	1 month	13.52
		TOTAL	829.05

## EXPECTED UPCOMING GODADDY EXPENSES FOR 2016 -

**\*These have not yet been invoiced so are projected expenses**

Deluxe WordPress Hosting Renewal -	\$155.60
Deluxe Web Hosting December -	\$13.52
Total -	\$169.12
Estimated 2016 total for GoDaddy/Web Expenses -	\$998.17

## PROJECTED GODADDY EXPENSES FOR 2017 -

Deluxe Web Hosting X 12 -	\$162
Business Email renewal x 1 -	\$90.00
Email Storage upgrade x 1 -	\$33.06
AustralianHorror.com renewal -	\$31.15
MidnightEcho.com renewal -	\$33.81
Deluxe Word Press Hosting renewal -	\$150
Estimated total for GoDaddy for 2017 -	\$500

\* Please note that 2016 charges are high due to 3 year SSL Renewal (\$288.34) and 2 year Storage, Calendar and Business Email Renewal (\$245.72) - totaling an extra \$534.06 - without this cost, expenses would be in line with previous years of approx \$500 per year

\*\* Suggest Committee engage agent with Web specific knowledge to consolidate plans and look at other options for hosting to ascertain if current plan and package is competitive

\*\*\* Without website and member processing section being operational, the Association effectively ceases to trade. It is suggested that any alterations to the hosting are tested to be fully operational as not to have the Association "offline" once again

## **DARK DISCOVERIES & MIDNIGHT ECHO REFUNDS**

The following are payments that were scheduled to be made as refunds when Midnight Echo/Dark Discoveries subscriptions were cancelled. Due to missed communication the payments have not yet been made.

Midnight Echo -	\$94.25
Dark Discoveries -	\$141.35
Total -	\$235.60

The recipients for the above were contacted in early 2015 and supplied payment details. Currently only one recipient has contacted the Association regarding these payments. The new committee will need to decide if payment is made straight away or if the Association will wait to make contact before payment is made.

There is an Uncontactable refund amount of - \$93.05 - The recipients of these refunds have been contacted multiple times to confirm payment details and no correspondence has been received. Suggest new committee makes decision whether to pursue further contact or whether to wait until they get in touch.