

## TREASURERS REPORT FOR YEAR 2020-2021

This past year had a surprise in store for those of us who felt it likely that metal detecting would suffer because of Covid 19 restrictions.

Subscriptions of £182572.00 were up by just over £18000.00 on the previous year, just about 10%. This in a year when there were virtually no rallies, and most club digs were also cancelled. Our membership at end of year stood at 22929 members, including those in Clubs and Regions.

I want to detail some problems over the way subs are paid by the regions and the CR clubs. It seems that in the past, some have paid in advance for cards, some in arrears, some are now paying by BACS but most are still paying by cheque. Some give the same membership number out to the same member year after year. When those members die, leave, give up the hobby etc. it leaves gaps in the numbers, a waste. The number of members 'losing' 'not receiving' 'damaging' their cards is truly surprising. Every single day there are at best 2 at worst 6 or 7. The extra work, time and expense is simply untenable. The whole system is difficult to keep up with, and the advantage we will have with the new style peeler cards as from 2022-2023 is that no one, whether Indie, CR club or Region, will receive a card unless it has been paid for in advance. I would suggest that these next few months are spent encouraging as many regions and clubs as is possible move to BACS as their usual MOP, via online and telephone banking. I am available to give practical advice to anyone needing it.

Total expenditure was £137,078.41 a large increase of approx. £40300 over the previous year's spend of £96,691.25

Although expenditure was up in some areas, it was also down in others, but it is very difficult to draw comparisons because with the advent of Xero costs could be drilled down to a much greater degree than with our previous accounting software. But those areas where it was particularly obvious were in Postage, Promotions, the Xmas draw advertising, and Accountancy fees.

Overall, even with the extra expenditure this organisation has an increase of some £45,000.00 in it's coffers

Postages and Franking costs have increased not only due to Royal Mail increases but to the letter sent out to all members, at a cost of £11239.11

Telephone and Internet charges are slightly up on last year, due to the industry increases. However, the only expenses we currently have are those for the mobile phone being kept for the Significant Finds/Excavation Fund. It has a contract that allows more than enough minutes, texts etc, but minimal internet allowance. As the law stands only costs incurred exclusively by the NCMD can be reimbursed. In other words, a phone call (outside any package a user may have) can be reimbursed but the basic rental and package cannot. For clarity, the contract costs just over £15 per month. This means that a breakdown of all calls made will be itemised and can therefore be checked. That contract is in the name of Siobhan Lihne (getting a significant reduction as a customer for EE already) and so will be repaid to her monthly on an expenses sheet.

The insurance figure of £14,112.00 speaks for itself.

Meeting room hires were zero due to Covid 19 restrictions.

Subsistence and Meals were due to the one and only rally attended by our previous Membership Secretary just before lockdown.

Membership Manager fees are slightly less than the year before as our previous Membership Secretary retired 20 days before year end.

Travel Expenses were also drastically reduced due to Covid restrictions.

Website Maintenance costs increased due to a lot of updating needed on the previous Membership Secretary's retirement. There were numerous references to his name, and email address on the website and they had to be removed. I identified an area of concern with PayPal whereby the Membership Secretary and the Treasurer had access directly to holdings within the NCMD's PayPal account and felt it sensible to dispense with PayPal altogether in order to remove that access. As a matter of security, we moved wholly to Stripe. Stripe does not keep a holding balance and there is no facility for anyone to access the funds. Stripe automatically transfers funds into the NCMD nominated bank account on a daily basis once those funds have cleared (3 days). Changes are ongoing. There have been zero complaints from any applicant.

Office Equipment is reduced. There is no written formal expenses policy in place and that is something that needs to be addressed urgently. We need to ensure compliance with HMRC rules. Office equipment is a particular area where said

policy will be helpful in determining who can have what and to what level of expenditure without breaking HMRC regulations.

Subscriptions are for such things as SARA and NFU.

Promotional and Information Activities were a large expense due to Mentor for the videos (£25k circa), Mail Chimp, one issue of Digging Deep and one single survey carried out by Survey Monkey.

The Christmas draw speaks for itself, received great press and I would thoroughly recommend this as a way of 'giving back' to our loyal members each year.

IT Software and Consumables were due in the main to toner cartridges purchased by our previous Membership Secretary for his laser printer, various updates to software, printer inks, and franking machine toner.

Administration Support was due in the main to sub-contractor payments. There were other payments made to Alison Jones, the minute taker.

Advertising and Marketing was to Munco Adband for the final 5000 badges that we needed to order in August 2020 to send to every member (40<sup>th</sup> Anniversary badges)

Accountancy fees were due to the extensive training and support given to the treasurer throughout the year including advice on a future expenses policy, and the examination of the Accounts.

Xero subscriptions account for the actual cost of the Xero software package.

Donation was due to the £100 the NCMD paid in memory of Andy Stanley

Light and Heat was due to one payment of what would normally be paid to our previous Membership Secretary twice a year for extra costs at home due to spending his time heating and lighting his office whilst working for NCMD.

Plaques and Engraving were due to the Robyn Hatt competition

PayPal purchases are for those purchases for which we had a supporting and verifiable receipt.

PayPal expenses not verified is the sum for which receipts are still awaited.

PayPal fees were due to the fee of 45p taken by PayPal for each member and the £20 taken per month for the account. With PayPal being 'retired' these fees will fall away. Stripe fees are only 30p per application, a huge reduction of slightly more than 33.3%.

#### Future

I see no reason at present to raise the cost of subscriptions but would recommend that a common pricing policy be adopted by all regions as well as the central register. At present some regions charge more and seem to offer their members nothing extra to basic membership. It is confusing and unfair to our members. With the onset of peeler cards, postage costs, envelopes and any welcome letters will be underwritten entirely by the NCMD and that will save the regions a great deal of money.

As mentioned above there is a price to pay for our policy of replacing lost, missing in mail and damaged cards for free. I would suggest that in all cases where a member has failed to tell us of such an occurrence within 28 days of the original card being applied for, should pay a replacement charge. I would suggest £4 as a reasonable sum.

At the end of this year, 31<sup>st</sup> March 2021, we had £338,340.09 in tangible cash assets. In the future I would recommend that we do our financial best to keep expenditure within income limits each year, thus protecting the substantial 'nest egg'. The need for a new up to date interactive website is, however, urgent and that may well be significantly expensive. This may result in our having to 'dip into' our capital holdings but will bring about such benefits as to make it a cost-effective measure. Any task we can make web based will ease the burden on the Membership Secretary, the Treasurer and in our communications with the members.

Commencing financial year end 2022, all regions will be required to provide their regional accounts, including the whole year's bank statements, receipts and invoices, to the Executive Treasurer (as well as to their committees and members), in just the same way as the Executive Treasurer does to them. Our NCMD members deserve complete transparency. At present the Treasurer is having to sign off the NCMD accounts without checking the origin of much of its income.

Siobhan Liehne, Treasurer NCMD