



# **Editors NSW**

**A branch of IPEd**

## **Annual Report 2018**

## President's report

It has been another busy and productive year at Editors NSW, as we continue to grow as part of the national organisation.

Impressively, it is also our 40th year as a membership association for editors. Our predecessor organisation, the Society of Editors NSW (Inc.) – initially named simply 'The Editors' – was formed in 1978 by a group of seven editors in Sydney, with an interim committee and (IPed Honorary Life Member) Barbara Ker Wilson as society president. Following that first meeting, 70 editors became members of the new society, a number that has now grown to over 350 and counting.

The increasing profile of IPed in the publishing industry is now providing both our national organisation and our state branch with greater opportunities to network with other affiliated groups, particularly the Australian Publishers Association (APA) and the Australian Society of Authors (ASA). This is one of the many ways in which we continue the work begun by The Editors, to improve recognition of the valuable services professional editors can offer to authors and publishers. This year the NSW committee has begun strengthening our ties with the ASA, including inviting marketing manager Emily Banyard to speak to our members in May. Emily noted that the ASA regularly tells its own members about IPed's work and the value of a good editor, which was most encouraging to hear. She also suggested that all freelancers should consider taking out an IPed Editors Directory subscription if they do not already have one, as the ASA refers writers to the directory whenever they ask about where to find an editor.

We have also begun exchanging ideas and information with the APA on areas of mutual interest, such as professional accreditation and accessible publishing. In November last year I was invited to represent IPed at the second Marrakesh Treaty Forum (now named the Australian Inclusive Publishing Initiative), a cross-industry group convened by the APA that is working to make all published materials inclusive by design for those with a print disability. Several participants approached me during the day to tell me how pleased they were that editors had now been included in the discussions. The APA then asked me to act as advocate for greater detail on writing and editing for accessibility in the *Style manual*, as part of IPed's ongoing discussions with the Digital Transformation Agency on the new edition.

Meanwhile, Editors NSW has also begun to work more closely with the other branches of IPed, to see how we can support each other and make better use of our combined resources and experience. An informal first meeting of IPed branch presidents was held at the Brisbane conference last year, followed by a very productive teleconference in June, where we discussed matters such as the process for holding AGMs, budgeting, and ideas for national and local professional development programs. We will now be meeting three to four times a year by webinar to share ideas, discuss any concerns and make recommendations for improvements in the flow of information.

The branch presidents will also meet twice a year with IPed Council, giving us a further opportunity to share our experiences of how the organisation is running at branch level, and to discuss ideas for further development.

In the midst of all this national activity, Editors NSW continues to offer a substantial range of activities and benefits to members of our branch, through our program of professional events, social activities and information sharing. In the past 12 months we have held eight member meetings featuring presentations on areas of interest to editors, two well-attended social dinners, nine professional development workshops, and the IPed accreditation exam for NSW candidates. We have also published 11 editions of *Blue Pencil*, regularly posted information on online social platforms, and supported a number of mentor-mentee relationships through the national mentorship program.

A new initiative introduced this year has been to invite members to host their own networking lunches, enabling those outside central Sydney to enjoy these events and meet other editors in their area. These events have proven a great success, and we hope the program will continue to grow over the coming year as more members take up the offer to act as host, with administrative support from branch Office Manager Susie Pilkington.

For all of this invaluable work we owe a very big thankyou to our wonderful branch committee members, without whom our range of activities would not be possible:

- Vice President **Zoë Hale**, who acts as a second opinion on branch regulatory matters and stands in for me at meetings if I am unavailable
- Branch Secretary **Sally Asnicar**, who keeps the minutes of our committee meetings to ensure we have a clear record of all our decisions, and sends them to the IPed Secretary each month so that Council remains informed of our activities
- Budget Officer **Russell Noakes**, who creates an annual budget for our income and expenditure on administration and events, monitors our spending against income and approves the payment of invoices
- Newsletter Editor **Elisabeth Thomas**, who conjures up *Blue Pencil* each month, ensuring that those members who are unable to attend our member meetings don't miss out on the monthly presentation, and that a record of branch activities and other useful information is made available to all
- Workshop Planner **Lilla Wendoloski AE**, who continues to provide us with an impressive range of trainers and topics for our professional development program
- **Teresa Llewellyn-Evans**, who served as Meetings Coordinator until October 2017
- current Meetings Coordinator **Caroline Birch AE**, who took over from Teresa in January with energy and enthusiasm, organising our monthly member meetings and finding us some wonderful presenters this year
- Mentoring Coordinator and Social Media Coordinator **Shannon Tyler-Kelly**, who not only managed to cover two roles but also rustled up a terrific range of donated books for door prizes at our social dinners
- **Michael Wyatt AE**, who served as IPed Councillor until September 2017

- current IPed Councillor **Owen Kavanagh**, who acts as a formal link between the branch and IPed Council, and keeps us up to date on Council's discussions and decisions
- Accreditation Board Delegate for NSW **Linda Nix AE**, who keeps the committee informed of the activities of the Board, and who organised the invigilators for the accreditation exam this year
- and last but not least, a particularly big thankyou to outgoing Website Coordinator **Adam Raffel**, who has looked after our ageing branch website for the past few years, ironing out the kinks and ensuring it will now keep us going until a new, national website can be created. We will miss him on the committee, but hope he will still join us for a drink after our meetings whenever he is able.

Our appreciation also to:

- our indispensable Office Manager **Susie Pilkington**, who looks after our branch and workshop administration needs, as well as volunteering her time to report for *Blue Pencil* on our monthly events and committee activities
- Honorary Life Member **Robin Appleton**, who assists Elisabeth by proofreading *Blue Pencil* each month, regularly takes the registrations at member meetings, and is always on hand with advice on what has or hasn't worked well in the past
- Exam Invigilators **Katrina Dawson AE** (Lead) and **Vicki Snowdon AE**, for calmly and capably overseeing the IPed accreditation exam in Sydney this year, ensuring everything went as smoothly as possible for the candidates.

Finally, thanks to all of you, the members, for supporting the work of IPed and Editors NSW through your membership. Belonging to a professional association such as ours is not just useful for the services we obtain in return for our subscriptions. It is also vital for the support it allows us to offer each other as a unified, national body.

Becoming and remaining a member of IPed is therefore about much more than just receiving specific benefits for ourselves. It is a contribution that each of us makes to each other, and to our profession more generally. The more of us there are, the easier it will be for professional editors to finally cease being 'invisible menders'. As our visibility grows, so does our power for advocacy. To ensure our future as a profession, we must continue to press for the recognition editors deserve as an indispensable part of the publishing process, no matter what form the publication may take.

**Julie Ganner AE, President**

August 2018

## Branch activities report

### Member meetings

Over the course of the past year, Editors NSW has held monthly meetings for members on a wide range of topics. The meetings featured a variety of speakers – not just editors, but also a researcher and a publicist, as well as some lively panel discussions. As always, comprehensive write-ups of each talk were published in *Blue Pencil* for members unable to attend.

The presentations at this year's meetings were:

- research on editing in South Africa, by Melanie Law, researcher and lecturer (September 2017).
- a poetry editing and mentoring panel with Les Wicks, Roger Vickery and Mark O'Connor (October 2017)
- the Residential Editorial Program (Australian Publishers Association), by Linda Funnell (November 2017)
- the benefits of the accreditation exam, by Dr Linda Nix AE, Julie Ganner AE and James Bean AE (February 2018)
- editing romance fiction, by Annabel Blay, Executive Senior Editor at Harlequin (March 2018)
- an exploration of 'The index of readability', a paper presented by Philip Bryan at the 2017 IPed National Editors Conference and reported on by Dr Juliet Richters AE (April 2018)
- the editor–author relationship, by Emily Banyard, Marketing and Communications Manager, Australian Society of Authors (May 2018)
- the self-publishing landscape in 2018, presented by Jenny Mosher AE, Managing Director of IndieMosh (June 2018).

Upcoming meetings will feature speakers covering topics including:

- the work of the Australia Council to support and promote literature in Australia
- editing personal memoirs
- aspects of copyright that editors should know, including recent changes to the law.

We will also enjoy meeting as a group for our annual end-of-year dinner in Kirribilli.

*Caroline Birch AE, Meetings Coordinator*

## Workshops

During the period July 2017 to June 2018, the branch held nine workshops at the UTS Short Courses Venue. Our able presenters covered a wide range of topics to support editors in their professional development:

- editing life writing (Rae Luckie)
- structural editing of fiction (Louise Thurtell)
- quoting (Dr Rhonda Daniels AE)
- grammar (Sue Spinks)
- Word plug-ins (Dr Hilary Cadman AE)
- preparation for the IPed accreditation exam (Meryl Potter DE)
- copyediting (Meryl Potter DE)
- digital texts (Pamela Hewitt AE)
- InDesign (Antony Browne).

Workshops planned for the coming months include:

- creating a business website (Dr Rhonda Daniels AE)
- thesis editing (Lilla Wendoloski AE and Owen Kavanagh)
- Word essentials (Denise Tsagaris)
- the business of being a freelance business (Dr Rhonda Daniels AE)
- referencing (Dr Juliet Richters AE).

In November 2018, the branch will host a one-day seminar on ethics in editing. IPed CEO Karen Lee will be one of the speakers facilitating a lively and engaging discussion of ethics and professionalism for editors.

*Lilla Wendoloski AE, Workshop Planner*

## Editors' lunches

When our lunch coordinator left the committee in 2017, we decided to put this role back in the hands of the branch members at large. We couldn't be more delighted with the results: a solid calendar of lunches at a variety of locations, and all well attended.

In November 2017, eight of us shared pasta and punctuation at Vanto in Sydney's QVB. Then in February this year, 14 turned out for lunch in the Blue Mountains – a location that always entices the indexers – at the Old City Bank Brasserie.

In March, our first regional lunch was launched at Shearwater restaurant Coffs Harbour, attended by seven editors who probably didn't know they were geographically close to each other.

April was back to the CBD, with a hearty banquet lunch at Diethnes, a perennial favourite venue for Editors NSW events.

And we finished the lunch calendar for the year with not one but two lunches in June: the first another regional lunch in Northern NSW, this time the town of Urunga, at

Anchors Wharf restaurant, and the second in the Northern Beaches suburb of Narrabeen at H2O café, perched on the shores of Lake Narrabeen.

*Susie Pilkington, Office Manager*

## **Social media**

Our primary social media platform for 2017/18 was the same as the year before: Facebook. This platform saw a growth in followers last year from 562 to 577, which is a little faster than the year before. As with the previous year, the most popular posts were those that had memes or funny images, or invited followers to interact. The most popular post was shared 15 times. Plans for 2018/19 include experimenting with Events on Facebook to see if that will increase interest in our scheduled events, such as the editors lunches.

*Shannon Tyler Kelly, Social Media Coordinator*

## **Mentoring**

December 2017 was the fifth anniversary of the National Mentorship Program, and the third year of mentoring in NSW. This past year also saw the national and state coordinators form a mentorship subcommittee within IPEd. It's business as usual; we just meet every six weeks now instead of monthly, and the recipient list of the minutes has changed.

Two mentorships finished in 2018, there are two ongoing, and recent activity has seen two new mentees contact us. Mentorship has also had a small fee increase from July onwards, going from \$200 to \$250 to reflect the general increase in cost since the program's inception.

*Shannon Tyler Kelly, Mentoring Coordinator*

## **Newsletter**

It was another interesting and successful year for *Blue Pencil*. Keeping members informed about the business and activities of the branch and the committee on their behalf is the key function of your newsletter. Supporting and informing members across the state (and elsewhere), especially those who cannot readily attend the member meetings in Sydney, is the main aim behind *Blue Pencil* appearing in your inbox 11 times a year.

The committee's program to partially subsidise several members to attend the 2017 National IPEd conference proved a great success for *Blue Pencil*. The resulting written reports and meeting presentation were well received, by members who went to

Brisbane and particularly by those who could not attend. It is planned to offer this opportunity to members for the 2019 conference in Melbourne.

The communications teams of the IPEd branches are increasingly sharing content with each other, and with affiliated organisations such as the Australian and New Zealand Society of Indexers (ANZSI), so you will increasingly see more articles, book reviews and items of interest from beyond our borders appearing in *Blue Pencil* and online.

Special thanks go to Susie Pilkington, Robin Appleton, Zoë Hale and Sally Asnicar for their invaluable contributions to getting *Blue Pencil* out to members.

We are always pleased to receive comments about *Blue Pencil* from our members. We would also love to have more members submit content – short or long – for consideration for publication. Remember, it is *your* newsletter, so please feel welcome to share your experience, knowledge and information with your colleagues.

*Elisabeth Thomas, Newsletter Editor*

## **Website**

During 2017, a ‘Find an Editor’ link to the national Editors Directory, with directions to search for NSW editors, was made available on the front page of our branch website. This is now a permanent fixture. An archive of back issues of the NSW branch newsletter, *Blue Pencil*, is also available under the ‘Resources’ tab/drop-down menu.

As a part of IPEd’s initiatives to consolidate operations and systems, it is envisaged that the Editors NSW website will eventually be more closely integrated with the national IPEd website. This will facilitate greater information sharing, collaboration and communication between NSW members and members of IPEd’s branches nationwide.

*Adam Raffel, Website Coordinator*

## **Branch budget report**

The big change to our budgeting arrangements for 2018/19 is that we are now able to budget for the full financial year rather than by the ‘two tranches’ arrangement that applied when we first became a branch of IPEd. The breakeven requirement for members’ meetings and professional development workshops remains central to the budget process. We must make sure our actual net expenditure at least breaks even against net budgeted expenditure, and our budget reflects this.

Another key change to the budget is we can now budget for the expenditure of reserved funds. These are part of the total funds the former Society of Editors (NSW) Inc. transferred to IPEd during transition to national membership. Having the reserved funds in the budget means members have a clear view of our plans to use the funds. It

also allows national office to more easily check that expenditure aligns with financial governance requirements, and that it is reported to members.

In the 2018/19 financial year we will again offer to subsidise a small number of members to attend the national conference through an allocation from the reserved funds. We will also be using an estimated \$2760 of these funds to support the November members' seminar. As attendance fees for the seminar will be only nominal, this amount is intended to balance the shortfall in income against the actual costs of delivering the seminar.

This leads us to an anomaly in the budget template provided by national office, which records funds drawn from branch reserves as both income and expenditure from the same budget account. Our calculations show a small net budget surplus of \$1475 for the 2018/19 financial year. However, this is not apparent from the budget paper, because the anomaly causes a small net deficit of \$1285 to be erroneously recorded in the annual budget. We have asked that this be corrected.

The committee is very careful with members' money and we work closely with national office to ensure funds are used for the right purposes and to avoid unnecessary expenditure.

*Russell Noakes, Budget Officer*

**Editors NSW Branch Budget - 2018–19 Financial Year**

| ACCOUNT NAME   | JUL 18          | AUG 18          | SEP 18          | OCT 18          | NOV 18            | DEC 18          | JAN 19          | FEB 19          | MAR 19          | APR 19          | MAY 19          | JUN 19          | Total Jul - Dec   | Total Jan - Jun  | Full Year Total   |
|--|-----------------|-----------------|-----------------|-----------------|-------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------------|------------------|-------------------|
| <b>Income</b>  |                 |                 |                 |                 |                   |                 |                 |                 |                 |                 |                 |                 |                   |                  |                   |
| Branch meetings - members  | 1,000.00        | -               | 300.00          | 300.00          | 300.00            | 1,350.00        | -               | 300.00          | 300.00          | 300.00          | 300.00          | 300.00          | 3,250.00          | 1,500.00         | 4,750.00          |
| Branch meetings - non-members                                    | -               | -               | 50.00           | 50.00           | 50.00             | -               | -               | 50.00           | 50.00           | 50.00           | 50.00           | 50.00           | 150.00            | 250.00           | 400.00            |
| Branch PD - members  | 3,370.00        | 3,370.00        | 3,370.00        | 3,370.00        | 2,500.00          | -               | -               | 3,370.00        | 3,370.00        | 3,370.00        | -               | 3,370.00        | 15,980.00         | 13,480.00        | 29,460.00         |
| Branch PD - non-members  | 390.00          | 390.00          | 390.00          | 390.00          | -                 | -               | -               | 390.00          | 390.00          | 390.00          | -               | 390.00          | 1,560.00          | 1,560.00         | 3,120.00          |
| Branch PD - national subsidies                                   | -               | -               | -               | -               | -                 | -               | -               | -               | -               | -               | -               | -               | -                 | -                | -                 |
| Branch AGM/SGM - non-members                                     | -               | -               | -               | -               | -                 | -               | -               | -               | -               | -               | -               | -               | -                 | -                | -                 |
| Branch advertising   | -               | -               | -               | -               | -                 | -               | -               | -               | -               | -               | -               | -               | -                 | -                | -                 |
| Branch publications  | -               | -               | -               | -               | -                 | -               | -               | -               | -               | -               | -               | -               | -                 | -                | -                 |
| Branch administration funding                                    | 1,249.60        | 3,479.60        | 1,249.60        | 1,249.60        | 1,223.00          | 1,166.00        | 1,166.00        | 1,249.60        | 1,061.60        | 1,249.60        | 1,166.00        | 1,499.60        | 9,617.40          | 7,392.40         | 17,009.80         |
| Branch Reserve funding   | -               | -               | -               | -               | 2,760.00          | -               | -               | -               | -               | 2,500.00        | 2,500.00        | -               | 2,760.00          | 5,000.00         | 7,760.00          |
| <b>Total branch income</b>                                       | <b>6,009.60</b> | <b>7,239.60</b> | <b>5,359.60</b> | <b>5,359.60</b> | <b>6,833.00</b>   | <b>2,516.00</b> | <b>1,166.00</b> | <b>5,359.60</b> | <b>5,171.60</b> | <b>7,859.60</b> | <b>4,016.00</b> | <b>5,609.60</b> | <b>33,317.40</b>  | <b>29,182.40</b> | <b>62,499.80</b>  |
| <b>Expenses</b>  |                 |                 |                 |                 |                   |                 |                 |                 |                 |                 |                 |                 |                   |                  |                   |
| <b>Branch meetings</b>   |                 |                 |                 |                 |                   |                 |                 |                 |                 |                 |                 |                 |                   |                  |                   |
| Branch meetings - venue & catering                               | 925.00          | -               | 370.00          | 370.00          | 370.00            | 1,350.00        | -               | 370.00          | 370.00          | 370.00          | 370.00          | 370.00          | 3,385.00          | 1,850.00         | 5,235.00          |
| Branch meetings - speakers                                       | -               | -               | 25.00           | 25.00           | 25.00             | -               | -               | 25.00           | 25.00           | 25.00           | 25.00           | 25.00           | 75.00             | 125.00           | 200.00            |
| Branch meetings - other  | -               | -               | -               | -               | -                 | -               | -               | -               | -               | -               | -               | -               | -                 | -                | -                 |
| <b>Total branch meetings</b>                                     | <b>925.00</b>   | <b>-</b>        | <b>395.00</b>   | <b>395.00</b>   | <b>395.00</b>     | <b>1,350.00</b> | <b>-</b>        | <b>395.00</b>   | <b>395.00</b>   | <b>395.00</b>   | <b>395.00</b>   | <b>395.00</b>   | <b>3,460.00</b>   | <b>1,975.00</b>  | <b>5,435.00</b>   |
| <b>Branch PD</b>   |                 |                 |                 |                 |                   |                 |                 |                 |                 |                 |                 |                 |                   |                  |                   |
| Branch PD - venue & catering                                     | 1,170.00        | 1,170.00        | 1,170.00        | 1,170.00        | 3,410.00          | -               | -               | 1,170.00        | 1,170.00        | 1,170.00        | -               | 1,170.00        | 8,090.00          | 4,680.00         | 12,770.00         |
| Branch PD - trainer  | 1,300.00        | 1,300.00        | 1,300.00        | 1,300.00        | 1,200.00          | -               | -               | 1,300.00        | 1,300.00        | 1,300.00        | -               | 1,300.00        | 6,400.00          | 5,200.00         | 11,600.00         |
| Branch PD - travel   | -               | -               | -               | -               | -                 | -               | -               | -               | -               | -               | -               | -               | -                 | -                | -                 |
| Branch PD - accommodation  | -               | -               | -               | -               | -                 | -               | -               | -               | -               | -               | -               | -               | -                 | -                | -                 |
| Branch PD - admin services                                       | 880.00          | 880.00          | 880.00          | 880.00          | 600.00            | -               | -               | 880.00          | 880.00          | 880.00          | -               | 880.00          | 4,120.00          | 3,520.00         | 7,640.00          |
| Branch PD - materials  | 150.00          | 150.00          | 150.00          | 150.00          | -                 | -               | -               | 150.00          | 150.00          | 150.00          | -               | 150.00          | 600.00            | 600.00           | 1,200.00          |
| Branch PD - other  | 40.00           | 40.00           | 40.00           | 40.00           | 50.00             | -               | -               | 40.00           | 40.00           | 40.00           | -               | 40.00           | 210.00            | 160.00           | 370.00            |
| <b>Total branch PD</b>   | <b>3,540.00</b> | <b>3,540.00</b> | <b>3,540.00</b> | <b>3,540.00</b> | <b>5,260.00</b>   | <b>-</b>        | <b>-</b>        | <b>3,540.00</b> | <b>3,540.00</b> | <b>3,540.00</b> | <b>-</b>        | <b>3,540.00</b> | <b>19,420.00</b>  | <b>14,160.00</b> | <b>33,580.00</b>  |
| <b>Administration (NF: Funded from National General Revenue)</b> |                 |                 |                 |                 |                   |                 |                 |                 |                 |                 |                 |                 |                   |                  |                   |
| <b>Branch committee (NF)</b>                                     |                 |                 |                 |                 |                   |                 |                 |                 |                 |                 |                 |                 |                   |                  |                   |
| Branch committee - meetings venue                                | 50.00           | 50.00           | 50.00           | 50.00           | 50.00             | 50.00           | 50.00           | 50.00           | 50.00           | 50.00           | 50.00           | 50.00           | 300.00            | 300.00           | 600.00            |
| Branch committee - meetings catring                              | 100.00          | 100.00          | 100.00          | 100.00          | 100.00            | 100.00          | 100.00          | 100.00          | 100.00          | 100.00          | 100.00          | 100.00          | 600.00            | 600.00           | 1,200.00          |
| Branch committee - honoraria                                     | -               | 1,600.00        | -               | -               | -                 | -               | -               | -               | -               | -               | -               | -               | 1,600.00          | -                | 1,600.00          |
| Branch committee - admin services                                | 800.00          | 800.00          | 800.00          | 800.00          | 800.00            | 800.00          | 800.00          | 800.00          | 400.00          | 800.00          | 800.00          | 800.00          | 4,800.00          | 4,400.00         | 9,200.00          |
| Branch comm - admin services super                               | 159.60          | 159.60          | 159.60          | 159.60          | 133.00            | 76.00           | 76.00           | 159.60          | 121.60          | 159.60          | 76.00           | 159.60          | 847.40            | 752.40           | 1,599.80          |
| Branch Committee - allowances                                    | -               | -               | -               | -               | -                 | -               | -               | -               | -               | -               | -               | -               | -                 | -                | -                 |
| <b>Total branch committee</b>                                    | <b>1,109.60</b> | <b>2,709.60</b> | <b>1,109.60</b> | <b>1,109.60</b> | <b>1,083.00</b>   | <b>1,026.00</b> | <b>1,026.00</b> | <b>1,109.60</b> | <b>671.60</b>   | <b>1,109.60</b> | <b>1,026.00</b> | <b>1,109.60</b> | <b>8,147.40</b>   | <b>6,052.40</b>  | <b>14,199.80</b>  |
| <b>Branch general (NF)</b>                                       |                 |                 |                 |                 |                   |                 |                 |                 |                 |                 |                 |                 |                   |                  |                   |
| Branch AGM   | -               | 630.00          | -               | -               | -                 | -               | -               | -               | -               | -               | -               | -               | 630.00            | -                | 630.00            |
| Branch advertising   | 20.00           | 20.00           | 20.00           | 20.00           | 20.00             | 20.00           | 20.00           | 20.00           | 20.00           | 20.00           | 20.00           | 20.00           | 120.00            | 120.00           | 240.00            |
| Branch awards, prizes & gifts                                    | -               | -               | -               | -               | -                 | -               | -               | -               | -               | -               | -               | -               | -                 | -                | -                 |
| Industry Sponsorship   | -               | -               | -               | -               | -                 | -               | -               | -               | 250.00          | -               | -               | 250.00          | -                 | 500.00           | 500.00            |
| SurveyMonkey   | -               | -               | -               | -               | -                 | -               | -               | -               | -               | -               | -               | -               | -                 | -                | -                 |
| Website hosting & support  | 100.00          | 100.00          | 100.00          | 100.00          | 100.00            | 100.00          | 100.00          | 100.00          | 100.00          | 100.00          | 100.00          | 100.00          | 600.00            | 600.00           | 1,200.00          |
| Website content  | -               | -               | -               | -               | -                 | -               | -               | -               | -               | -               | -               | -               | -                 | -                | -                 |
| Newsletter editor  | -               | -               | -               | -               | -                 | -               | -               | -               | -               | -               | -               | -               | -                 | -                | -                 |
| Newsletter other (please specify)                                | -               | -               | -               | -               | -                 | -               | -               | -               | -               | -               | -               | -               | -                 | -                | -                 |
| Post and PO box  | 20.00           | 20.00           | 20.00           | 20.00           | 20.00             | 20.00           | 20.00           | 20.00           | 20.00           | 20.00           | 20.00           | 20.00           | 120.00            | 120.00           | 240.00            |
| Branch other   | -               | -               | -               | -               | -                 | -               | -               | -               | -               | -               | -               | -               | -                 | -                | -                 |
| <b>Total branch general</b>                                      | <b>140.00</b>   | <b>770.00</b>   | <b>140.00</b>   | <b>140.00</b>   | <b>140.00</b>     | <b>140.00</b>   | <b>140.00</b>   | <b>140.00</b>   | <b>390.00</b>   | <b>140.00</b>   | <b>140.00</b>   | <b>390.00</b>   | <b>1,470.00</b>   | <b>1,340.00</b>  | <b>2,810.00</b>   |
| <b>Other</b>   |                 |                 |                 |                 |                   |                 |                 |                 |                 |                 |                 |                 |                   |                  |                   |
| Expenditure from branch reserves                                 | -               | -               | -               | -               | 2,760.00          | -               | -               | -               | -               | 2,500.00        | 2,500.00        | -               | 2,760.00          | 5,000.00         | 7,760.00          |
| <b>Total branch expense</b>                                      | <b>5,714.60</b> | <b>7,019.60</b> | <b>5,184.60</b> | <b>5,184.60</b> | <b>9,638.00</b>   | <b>2,516.00</b> | <b>1,166.00</b> | <b>5,184.60</b> | <b>4,996.60</b> | <b>7,684.60</b> | <b>4,061.00</b> | <b>5,434.60</b> | <b>35,257.40</b>  | <b>28,527.40</b> | <b>63,784.80</b>  |
| <b>Branch surplus/deficit</b>                                    | <b>295.00</b>   | <b>220.00</b>   | <b>175.00</b>   | <b>175.00</b>   | <b>(2,805.00)</b> | <b>0.00</b>     | <b>0.00</b>     | <b>175.00</b>   | <b>175.00</b>   | <b>175.00</b>   | <b>(45.00)</b>  | <b>175.00</b>   | <b>(1,940.00)</b> | <b>655.00</b>    | <b>(1,285.00)</b> |