

EACH Projected forecast

£ exchange rate (5/7/17):
0.88

FINANCIAL REPORT	2016 audited accounts	2017	2018
Bank balance at start of the year	€ 90,551	£183,776	£135,587
Income			
Membership fees	62,242	53,100	58,410
Training courses	51,443	26,442	27,235
Conference	97,118	0	300,000
Summer Event	0	63,200	0
Annual royalties Elsevier	15,000	13,200	13,200
Donation fund	877	1,000	1,000
Vasella fund	2,000	0	0
TOTAL INCOME	€ 228,680	£156,942	£399,845
Expenditure			
Training courses	42,711	19,972	20,571
Conference	2,532	0	220,000
Summer Event	0	62,856	0
Elsevier publishing	12,000	10,560	10,560
Donation fund	1,440	0	1,320
Vasella fund	0	0	0
Association Management	37,590	31,399	32,341
Membership management	13,218	9,360	10,605
New Member onboarding fee	2,278	804	1,242
Database downloads	486	500	515
Steering committee expenses	479	3,000	3,090
Executive expenses	6,648	9,000	9,270
pEACH expenses	297	3,000	3,000
rEACH expenses	769	3,000	3,000
tEACH expenses	2,396	3,000	3,000
Office expenses	499	500	515
GoToMeeting, GoToWebinar & Website	1,605	4,000	4,120
Insurance	445	458	472
Specialist Financial Management	1,550	1,500	1,545
Bank Charges	3,127	2,500	2,575
Marketing	145	8,000	5,000
Awards (Jozien Bensing & Teaching)	2,993	0	3,500
Conference attendance allowance	1,200	4,800	3,000
Annual activities fund		24,000	12,000
Reactive activities fund	0	2,000	1,000
Depreciation	1,047	921	921
TOTAL COSTS	€ 135,455	£205,131	£353,163
TOTAL PROFIT (LOSS)	€ 93,225	-£48,189	£46,682
Bank balance at end of the year	€ 183,776	£135,587	£182,269

EACH Budget - NOTES

INCOME	2017	2018
Membership fees	2016 audited accounts	Estimate 550 members Fees: Full £120; Online £100; PhD full £100; PhD online £90 Breakdown: Full 43%; Online 47%; PhD full 4%; PhD online 6%
Training courses	Actual income from the What to Teach & How to Teach courses run in March 2017 & Curriculum Development & How to Assess courses run in April 2017	Estimate based on 2016 & 2017
Conference	Non-conference year	Estimated income based on 550 paying attendees
Summer Event	Estimated income based on 109 paying attendees of which 11 are summer school students	Non-event year
Annual royalties Elsevier	Estimated royalties from Elsevier based on current exchange rate	Estimated royalties from Elsevier based on current exchange rate
Donation fund	Estimate based on 2016	Estimate based on 2016 & 2017
Vasella fund	Remaining funds in Vasella fund	Remaining funds in Vasella fund

EXPENDITURE	2017	2018
Training courses	Actual expenses from the 4 spring courses (see above)	Estimate based on 2016 & 2017
Conference	Non-conference year	Estimate based on 550 attendees
Summer Event	Estimate expenditure based on 109 attendees	Non-event year
Elsevier publishing	Estimated expense for PEC based on current exchange rate & agreement	Estimated expense for PEC based on current exchange rate & agreement
Donations	None estimated	Estimate based on 11 scholarships of £120 per student to attend conference
Vasella fund	None estimated	None estimated
Association Management	Contracted expenses (2.2% increase on 2016 fees based on RPI)	Contracted expenses with estimated 3% rise on 2017 fees for inflation
Membership management	Contracted rate for membership management (2.2% increase on 2016 fees based on RPI) Based on 500 members	Contracted rate for membership management with estimated 3% rise on 2017 fees for inflation Based on 5500 members
New Member onboarding fee	Contracted rate for onboarding new member (2.2% increase on 2016 fees based on RPI) Based on estimate of 100 new members	Contracted rate for onboarding new member with estimated 3% rise for inflation Based on estimate of 150 new members
Database downloads	Estimate for database downloads based on contracted rate (2.2% increase on 2016 fees based on RPI) 117 downloads	Estimate for database downloads based on contracted rate with estimated 3% rise for inflation. 117 downloads

EXPENDITURE	2017	2018
Executive expenses	Estimate based on 2016 figures	Estimate based on 2016 & 2017 figures
pEACH expenses	£3,000 fixed allowance, no funds carried forward	£3,000 fixed allowance, no funds carried forward
rEACH expenses	£3,000 fixed allowance, no funds carried forward	£3,000 fixed allowance, no funds carried forward
tEACH expenses	£3,000 fixed allowance, no funds carried forward	£3,000 fixed allowance, no funds carried forward
Office expenses	Estimate based on 2016 figures	Estimate based on 2016 & 2017 figures
Website	Estimate based on 2016 figures	Estimate based on 2016 & 2017 figures
Insurance	Estimate based on 2016 with 3% rise for inflation	Estimate based on 2016 with 3% rise for inflation
Specialist Financial Management	Estimate based on 2016 with 3% rise for inflation	Estimate based on 2017 with 3% rise for inflation
Bank Charges	Estimate based on 2016 figures	Estimate based on 2016 & 2017 figures
Marketing	Allowance for social media strategy, implementation & delivery & other marketing activities	Allowance for social media delivery & other marketing activities
Awards (Jozien Bensing & Teaching)	N/A	Estimate based on free conference attendance for 2 people plus allowance of £1,000 per person for travel & accommodation
Conference attendance allowance	£3,000 allowance plus unspent funds from 2016 carried forward	£3,000 allowance plus unspent funds from 2017 carried forward
Annual activities fund	£12,000 allowance plus unspent funds from 2016 carried forward	£12,000 allowance plus unspent funds from 2017 carried forward
Reactive activities fund	£1,000 allowance plus unspent funds from 2016 carried forward	£1,000 allowance plus unspent funds from 2017 carried forward
Depreciation	Based on 2016 figures	Based on 2016 figures

**EACH Annual Activities Fund
Proposals for 2017**



Funds already committed to be spent in 2017:

£3,300 rEACH Summer School

£1,000 Making links with patient groups (£587.65 already spent in 2016 for membership of National Voices)

Remaining available funds to be spent in 2017: £19,700

Sub-committee	Title	Notes	Funding requested	2017 funding	2018 funding
pEACH	National Knowledge Translation Project'	Organise a series of seminars on healthcare communication, beginning with a pilot in 3 Italian locations Exec think it might be best to commit to funding one seminar first as a pilot	£5,785	£1,930	
pEACH	Making links with patient groups in a variety of countries to explore their perspective of the need for effective healthcare communication and to discover how we might advocate for the implementation of this in their world	Funding to continue work started in 2016 to continue as a professional partner with certain organisations, meeting costs and funding patient involvement Exec agreed this would be important to support	£2,000	£2,000	
rEACH	Creating the infrastructure to build an online catalogue of coding instruments for health communication research	Exec suggested it sounds similar to the tEACH searchable database & therefore might be worthwhile waiting for tEACH database to be re-built so it can be cloned rather than the work being done twice All agreed it seems a worthwhile endeavour	£3,514	Exact amount TBC	
rEACH	Research Writing workshop	Amended from original proposal: 3 day research writing workshop organised by yEACH aimed at Early Career Investigators to take place in 2018	£2,000		£2,000
tEACH	Translation of EACH webpages	Translation of main EACH pages rather than tEACH specifically Awaiting feedback from Lode regarding number of languages & which pages Exec suggested funding a pilot once Lode has responded to questions	£600	£600	
tEACH	Wider engagement in tEACH courses	Offer 10 places for EACH members to attend tEACH courses at a 40% discount Exec suggested funding 5 places in the first instance, courses will take place in 2018 and therefore would fall into 2018 allowance for funding	£2,800		£1,500
tEACH	Video production	Creation of videos for illustrating different aspects of teaching Communication skills in Healthcare Exec suggest a pilot, using in-house EACH video camera. Funding would be provided for buying a better microphone and hiring Simulated Patients to be in videos. MR to suggest to tEACH group and report back		£445	
tEACH	Courses in Moscow	Run a series of Train the Trainer courses in Moscow in October 2017 Exec agreed it was a good cause, but would want to charge participants a small fee to reduce funding required	£7,040	£3,840	
tEACH	Video translation / subtitling	Subtitling videos for communication teaching Exec considering funding a pilot to see what real costs of doing this are	£5,785	£325	
tEACH	Networking proposal	Funding to enable networking position, to include printing 5 EACH posters, travel costs & admin support Exec to consider once position has been agreed	£1,630	£1,630	
TOTAL			£31,154	£10,770	£3,500