

Institute of Professional Editors Limited

Annual report 2009–10

The Institute of Professional Editors Limited (IPEd) exists to advance the profession of editing, by planning and implementing national initiatives—an accreditation scheme, promotion and communication campaigns, training and mentoring—and other activities to support Australian societies of editors and their members, and editors in general.

IPEd also supports biennial national conferences of editors, which have been held in Brisbane (2003), Melbourne (2005), Hobart (2007) and Adelaide (2009); a detailed account of the 2009 conference is given later in this report. The next conference will be in Sydney in 2011. Each conference is organised and hosted by the local society of editors.

IPEd was launched at the 2005 national conference as successor to the Council of Australian Societies of Editors (CASE) and was registered as an Australian public company on 22 January 2008.

This report covers the period 1 July 2009 to 30 June 2010. Since this was only the second full year of operations of IPEd, it is inevitable that some of its activities relate to further consolidation of basic aspects of its functioning and activities. There were also, however, many important initiatives taken to advance the profession of editing, as summarised in this report.

Management and administration

Council

IPEd is governed by a council comprising one nominee of each of the Members. Councillors, in effect directors of the company, serve two-year terms. Retiring councillors are eligible for re-election.

Councillors during the period covered by this report were:

- Virginia Wilton AE (Canberra), until 9 October 2009
- Ted Briggs (Canberra), from 10 October 2009
- Pam Peters DE (NSW)
- Robin Bennett AE (Queensland)
- Rosemary Luke AE (SA)
- Janice Bird DE (Tasmania), until 9 October 2009
- Tina Thornton AE (Tasmania), from 10 October 2009
- Rosemary Noble AE (Victoria)
- Anne Surma DE (WA)

Virginia Wilton was chair of the council until her retirement. Rosemary Noble accepted nomination to the position at the council's meeting on 22 November 2009. Also at that meeting, Rosemary Luke accepted the role of deputy chair.

Janice Bird was honorary treasurer until her retirement, following which Ted Briggs accepted the position.

ABOUT IPEd **<www.iped-editors.org>**

The Institute of Professional Editors Limited is a public, not-for-profit company (ACN 129 337 217) registered in, and under the Corporations Law, of the Australian Capital Territory.

The Members¹ of the company are:

- Canberra Society of Editors Inc.
- Society of Editors (NSW) Inc.
- Society of Editors (Queensland) Inc.
- Society of Editors (SA) Inc.
- Society of Editors (Tasmania) Inc.
- Society of Editors (Victoria) Inc.
- Society of Editors (WA) Inc.

The interests of editors in the Northern Territory are attended to by the SA society.

The registered office of the company is:

Institute of Professional Editors Limited
c/- Houston & Hanna
Suite 15, George Turner Offices
11 McKay Gardens
Turner ACT 2612.

Chartered accountancy firm Houston & Hanna is also the company's auditor.

The company has also engaged the accounting and bookkeeping services, respectively, of Hobart companies Tenbenschel & Dee and Leumas Accounting.

The company's postal address is:

The Secretary
Institute of Professional Editors Limited
GPO Box 1464
Canberra ACT 2601.

¹ Capitalised to distinguish them from the members of the societies

Ed Highley (Canberra) continued as company secretary and secretary to the council, his appointment to be reviewed in December 2010. The secretary is IPed's sole paid position.

Meetings

The council met to discuss and promote IPed business eight times during the year: on 2 August, 7 October and 22 November 2009, and 7 February, 14 March, 11 April, 9 May and 16 June 2010. The 7 October meeting was a face-to-face meeting held at the time of the national conference in Adelaide. All the other meetings were teleconferences.

The minutes of council meetings are placed on the IPed website after their confirmation at the following meeting.

Committees

There are four standing committees of council—Finance and Risk Management, the Accreditation Board, Communication, and Professional Development—and two ad hoc committees—Conference Planning, and Policy and Procedures. Their work during the year is covered in various sections of this report.

Through the committee structure, and stimulated by suggestions made by participants in the 2009 national conference, the council moved during the year to heighten the engagement of the Members in the work of the institute. Details are given in an attachment to the minutes of the council's 7 February 2010 meeting.

Finance

IPed relies on contributions from its Members and accreditation exam income to fund its activities, though this year there was a little extra income from fees collected by the Copyright Agency Limited for copying of the *Australian Standards for Editing Practice* and from sales of a few copies of that publication. Also during the year, the Society of Editors (SA) generously made available an interest-free loan of \$5,000 to help fund a major redevelopment of the IPed website.

The honorary treasurer reported as follows to the 2010 annual general meeting of the institute, held by teleconference on 5 September:

IPed finished 2009–10 in a very sound financial position, with \$24,635 in our operating account and \$20,493 in our investment account. This represents a total of \$45,128, an increase of \$12,957 over the previous year.

The main contributions to this increase were an increase in Member subscriptions of \$3,300 and a surplus from the [2009] exam of \$8,841. The increase in Member subscriptions was in line with expectations but we did not expect such a high surplus from the exam. The surplus was higher than expected because the expenses were

lower than we anticipated—mainly because of lower exam secretariat costs and lower marking and moderation costs as a result of the lower number of participants. It should be noted that we expect to be liable to pay income tax on this surplus.

Apart from the exam expenses, expenditures during 2009–10 were similar to those in 2008–09, with the exception that we had to pay \$5,068 in tax on the surplus from the 2008 exam. The reason we pay tax is that income from it is not derived directly from our Members—the societies of editors—but from the members of the societies. We may look at different models for collecting exam fees in the future; for example, asking societies to collect fees on our behalf, and receiving the fees directly from them.

IPed's audited financial statements can be found on the website. The budget spreadsheet for 2010–11 is appended to this report.

Accreditation

The national accreditation scheme for editors is administered for IPed by its Accreditation Board. The scheme provides for accreditation at the level of Accredited Editor (designated AE), to gain which qualification candidates must pass, at a designated level, an editing exam lasting three hours. The first accreditation exam, held in 2008, was developed by a team of experienced editors appointed by the Accreditation Board. The members of this team were subsequently accorded the honorary title of Distinguished Editor (DE).

The Accreditation Board is made up of three types of delegates:

- *Society delegates.* These delegates are experienced editors appointed by their societies' management committees. There are seven society delegates on the board; all are answerable both to their own management committee and to the board.
- *The IPed Council delegate.* This person is responsible for representing the council's interests at all board meetings and other discussions (such as teleconferences) and for reporting to the council on the outcome of those discussions.
- *The Lead Writer and Lead Assessor.* The Accreditation Board appoints the Lead Writer to head the exam development work. For the 2009 exam, the Lead Assessor liaised between the Lead Writer and the Accreditation Board to report on exam development. The Lead Writer and Lead Assessor liaise between the board and the assessors at different stages of the exam process.

Each delegate also has an alternate delegate. From January 2009, all delegates to the board were required to be either AEs or DEs.

Society delegates during the period of this report were:

- Canberra—Larissa Joseph AE (Chair to 31 January 2010; Deputy Chair from 1 February 2010); alternate—Chris Pirie DE
- NSW—Pam Peters DE; alternate—Heather Cam DE
- South Australia—Karen Disney DE; alternate—Celia Jellett DE
- Queensland—Robin Bennett AE; alternate—Roslyn Copas AE
- Tasmania—Tina Thornton AE; alternate—Shauna Ellis AE
- Victoria—Julie-Anne Justus AE (Chair from 1 February 2010); no alternate
- Western Australia—Amanda Curtin AE; alternate—Cheryl Bettridge DE

The IPEd Council delegate was Rosemary Luke AE (SA), with Rosemary Noble AE (Vic.) as an alternate. The Assessors Forum delegate to the board was Heather Jamieson DE.

IPEd held its second accreditation exam on 12 September 2009. The Lead Writer/Developer for the exam was Meryl Potter DE (NSW). Heather Jamieson DE, Anna Kassulke AE and Janet Mackenzie DE were Co-Writers/Developers.

As in 2008, the 2009 exam was marked by a team of Distinguished Editors drawn from the Assessors Forum. The Lead Assessor for the 2009 exam was Renée Otmar DE (Vic.).

Of the 85 candidates who sat the exam, 43 passed. Just over half (51%) of the candidates sat the exam in Melbourne (23 candidates) and Canberra (21). Numbers for the other centres were Perth (13), Sydney (10), Brisbane (8), Adelaide (6) and Hobart (4). Seventy-two candidates (84%) were members of a state society of editors. Seventy-seven candidates (91%) sat the exam for the first time. At registration, 80% of candidates provided some information about themselves. Of these, 50% reported that they had worked for six or more years as an editor; 14% had only one to two years' experience. Of the candidates who provided information about their area of editorial practice, 49% described themselves as generalists and 51% as specialists.

There are now 155 IPEd Accredited Editors in Australia.

A detailed report on the 2009 exam can be found on the website.

In November 2009, the Accreditation Board began work for the next accreditation exam, which is tentatively scheduled for May 2011. As the accreditation scheme progresses, the board is looking at ways in which the process, and perhaps the product, might change. Two

major developments concerning the exam in 2011 are mentioned here:

- First, the board is investigating the possibility of including an onscreen component in the exam. It is proceeding with great caution on this, given issues such as different software versions and platforms, security concerns and the possibility of an increased overall cost to candidates.
- Second, a new model for the development of the exam is being used for 2011. The previous two exams were developed by small teams of DEs and, latterly, DEs and AEs. This year, the board has moved to a development model that includes a larger team of AEs and DEs.

The Accreditation Board is also currently engaged with determining the requirements for renewal of accreditation. Accreditation is valid for five years, and renewal is dependent on continuing employment or involvement in editing and professional development.

Communication

IPEd's Communication Committee (CommComm) convened by Rowena Austin AE was very active during the period covered by this report, implementing aspects of its communication plan endorsed by the IPEd Council in November 2009.

The plan is comprehensive, covering communication objectives, target audiences and communication methods against the backdrop of IPEd's overall aims. Details can be found in an attachment to the minutes of the 22 November 2009 meeting of the council.

The first activity started under the plan was the production of a brochure commending professional editing services to potential employers. The brochure will be freely available as an electronic file to all members of the societies of editors as a promotional tool.

The past year also saw planning for and implementation of a major redevelopment of the IPEd website. This is a major project for which tenders were called, the contract for the work being awarded to BMD an Adelaide design company.

It is expected that the new site will be launched during the last quarter of 2010, at which time the brochure mentioned above will be made available. The brochure's finalisation was held over to allow its design to be aligned with that of the new website.

CommComm also organised media liaison for the 4th IPEd National Conference in Adelaide in October and the Barbara Ramsden Award in March (see reports below). A highlight was the interview of conference keynote speaker Neal Porter on ABC Radio National's *Book Show*.

Professional development

Among the results of a survey of Members presented to council in August 2009 (see below) was a message from members of the smaller societies that they would like to have access to more training opportunities. Again, a need to coordinate professional development opportunities for editors was one of seven findings of a short survey of participants in the 2009 national conference.

These suggestions led to discussion of the potential value of a centralised training initiative that would take advantage of, and extend to a wider catchment, the skills and experience of trainers currently confined to their state of origin. As an outcome of these discussions, the IPed Council endorsed, at its meeting on 14 March 2010, a proposal from the Society of Editors (Victoria) to conduct, on behalf of IPed, a feasibility study on the development of a national register of training and professional development opportunities. That study is in progress, with the end of 2010 as a scheduled completion date.

Other activities

Revision of ASEP

A revision of the *Australian Standards for Editing Practice (ASEP)* published in 2001 by the Council of Australian Societies of Editors, IPed's predecessor, is in progress. Ted Briggs of the Canberra Society of Editors is convening the work. Members have responded to a first-draft revision circulated for comment. A great deal more has yet to be done.

Much has changed since ASEP was published and one of the emphases in the revision will inevitably be to accommodate the rapid expansion in technology and tools that has occurred in the intervening years.

Surveys of Members

In early 2009, IPed undertook a survey of its seven Member societies to gather general information that would help guide the future directions of the national organisation. The survey, on the one hand, gave the council an overview of Member activities and, on the other, allowed individual members to let council know what they thought should be the highest priorities of the national body. As noted above, the results of the survey were presented to the council in August 2009. The survey report is on the website.

The following other priorities were also identified from a short survey of participants in the national conference in Adelaide:

- finding ways to ensure IPed can act like a peak body (standardise membership criteria across the societies;

involve the state societies more; work on getting a secure financial base; concentrate on just a few activities)

- continuing to develop standards (including making sure the *Australian Standards for Editing Practice* are up to date and inclusive of new technologies and areas of specialist interest)
- engaging in marketing/communications/promotion of editing (including promoting to corporations, businesses and agencies; providing an IPed lapel badge for all society members; starting up a national e-newsletter; promoting a members' blog on the website)
- providing employment brokerage information (some not sure what this meant; insurance deals; pay scales; developing templates for freelancers)
- fostering relationships with other like-minded groups—writers, publishers, indexers, designers, illustrators etc.

IPed Occasional Papers series

To promote research and discussion on contemporary issues in editing, IPed issued a call for papers in a new series of *Occasional Papers* entitled 'Insights into editing' in early 2010, with a closing date, which was extended, at the end of October. The theme for the first call is 'Communicating in a technologised culture: the editor's role'. Papers, 2,000–2,500 words long, will be blind reviewed by a panel selected by the IPed Council. The best papers will be published on the IPed website.

This initial call may become the prototype for a scheme to have the best papers presented at the biennial national conferences.

Revision of guidelines on editing academic theses

During 2010, IPed undertook to revise its guidelines on editing academic theses, 'The editing of research theses by professional editors'. The guidelines were originally developed by the Council of Australian Societies of Editors (IPed's predecessor) collaboratively with the Deans and Directors of Graduate Studies (DDOGS), and were endorsed in 2001. Revision was needed to take account of the changing environment in which editors and students work, particularly in relation to electronic or onscreen editing. The revisions have been reviewed and commented on by Member societies, and a final version is to be submitted to DDOGS for its approval and endorsement. When the revised guidelines are posted on the IPed website, they will be supplemented by answers to questions typically posed by editors, students and academic supervisors involved in the editing process.

Productivity Commission submission

In August 2009 the council, along with many other members of the Australian publishing community, wrote to the Hon. Peter Garrett, then Minister for the Environment, Heritage and the Arts, to express its serious concern over the possibility that the Australian Government might accept and implement the recommendations of the Productivity Commission's research report 'Restrictions on the parallel importation of books'.

The main recommendation in the report was that:

The Government should repeal Australia's Parallel Import Restrictions (PIRs) for books. The repeal should take effect three years after the date that it is announced.

The commission said that the adoption of this recommendation should lead to a fall in book prices, particularly of new works of fiction.

IPEd National Editors Conference, 2009

There were over 200 participants in the national conference, the fourth in the series, held in Adelaide on 8–10 October 2009. The conference was a great success.

Major sponsors were the Copyright Agency Limited (CAL) and John Wiley & Sons Australia Limited.

A grant of \$10,000 from CAL enabled the Society of Editors (SA) Inc. and the South Australian Writers' Centre to bring Neal Porter, from Neal Porter Books at Roaring Brook Press in New York, for a five-day visit to Adelaide. As well as being a keynote speaker at the conference (see below), Neal Porter spoke at Flinders University and the South Australian Writers' Centre and was a guest on ABC Radio National's *Book Show*.

As it has done for all four national conferences now, John Wiley & Sons generously provided \$10,000 to support organisation of the Adelaide conference.

Other sponsors of various parts of the conference program and associated events included Coriole Wines, Haighs Chocolates, Omnibus Books, Salmat, Seaview Press, The Hawke Centre, the University of South Australia and Wakefield Press.

The keynote speakers

Each from their own particular professional contexts and viewpoints, the conference's four keynote speakers—**Neal Porter**, **Wendy McCarthy**, **Natasha Stott Despoja** and **Julian Burnside**—focused incisively on *Getting the message across*, the conference theme.

Neal Porter, an editor and publisher of children's books, revealed through delightful examples and with audience participation, the intimate and reversible relationship between words and pictures in this genre. There's more to the chicken and egg story than I'm sure most of us had thought.

Wendy McCarthy is a champion of mentoring as a means of enabling individuals to reach their full potential and get their message across in their chosen careers. She highlighted the importance of the relationship between mentor and mentee, and that there are benefits to both parties. We much value her advice, because mentoring is of direct interest to us with the decline and fall of in-house training for editors in the publishing industry.

Julian Burnside, a lawyer well known for his advocacy of the rights of refugees, was incisive and entertaining in his presentation that showed how we often need to dissect the message to get to the truth—or lies—of the matter. He recounted sections of the summing up of the chief US prosecutor at the Nuremberg war crimes trials, which laid bare the lies created and promoted by the worst of those arraigned. Regrettably, as related by Mr Burnside, such practices remain common among the usual suspects.

Natasha Stott Despoja first entertained the audience with numerous amusing anecdotes from her time as a senator in the Parliament of Australia. The serious side of her presentation that followed contained many useful tips about getting the message across in politics, parliament and the community. This is something that we, as a profession, need to do if we are to raise our profile from that of pedants and punctuation pundits to communication specialists. And what better way to exemplify that we are the latter than the exemplary carriage of this conference.

Contributed papers

Participants enjoyed a feast of contributed papers, their titles indicating the richness and diversity of the work of professional editors: Children's book publishing and editing; Editors being edited; Responses to Indigenous writing; Managing the author–editor relationship; Editing the ABC Radio National website; Mentoring for editors; The editor as curator; Sub/texts: troubleshooting grammar in the electronic badlands; Writing and editing The CSIRO total wellbeing diet; Using web tools to foster academic writing skills; Publishing Australiana in the digital age; Editing poets; Green editing; Structural editing of maverick manuscripts; Editing science; The author–editor relationship in fiction; Working for a global online editing service; The world of the web; Science communication.

A great debate

A debate, chaired by Julian Burnside, and with team members Kathie Stove, Marcus Brownlow, Amelia Walker, Janice Bird, Tom Burton and John Wells, provided an amusing, provocative finale to the conference program, and was enjoyed by debaters and audience alike. The topic was 'A writer needs an editor like a fish needs a bicycle'.

Council put the case that, having considered the evidence available, it believed that such a move would have a severe negative impact on many people in all areas of Australian publishing, starting with local authors and flowing through to editors, book designers and typesetters, publishers, paper suppliers, printers and booksellers. While this list is not exhaustive it nevertheless already equates to a significant pool of employment. Furthermore, the council noted, the local publishing industry is a crucial part of our nation's cultural infrastructure and should be protected rather than abandoned for a benefit that is by no means certain to occur.

The government subsequently decided to not implement the commission's recommendations.

Barbara Ramsden Award 2009

The Barbara Ramsden award for excellence in editing is a major literary prize for a book in any field of literature. The award, which is a joint activity of the Fellowship of Australian Writers (FAW) and IPEd, recognises the contributions of both author and editor to the final work.

Sixteen titles published during 2009—nine fiction and seven non-fiction (see below)—were submitted for the latest award by their publishers. The IPEd-appointed judges were Stephanie Holt, a member of the Society of Editors (Victoria) and a teacher of editing at RMIT University who has been a judge before and herself won the award in 2006, and Virginia Wilton AE, a member of the Canberra Society of Editors and a principal of Wilton Hanford Hanover, one of Canberra's largest providers of editorial and publishing services.

The winner, announced at the National Literary Awards in April 2010, was *Grand obsessions: the life and work of Walter Burley Griffin and Marion Mahony Griffin* by Alisdair McGregor, edited by Nicola Young and published by Penguin Lantern.

The judges noted in their report:

Alisdair McGregor, the author of the winning entry *Grand obsessions*, made a generous and telling statement about editor Nicola Young's contribution: 'Producing a long and involved work of biography without the services of a good editor would be to approach the task with one eye blindfolded'. His account of the lives and times of architects Walter Burley Griffin and Marion Mahony Griffin fully realised its ambitious scope and was beautifully produced. It must have presented a daunting editorial task, demanding the full gamut of editorial skills.

Proposal for a new Australian Government Style manual

In June 2010, the IPEd Council responded to a Department of Finance and Deregulation request for

expressions of interest (REOI) for the 'Exploration of Solutions for the Australian Government's Style Manual'. This was interpreted as the first step in a plan to produce a seventh edition of the *Style manual for authors, editors and printers*. The sixth edition, compiled by Snooks and Co., was published by John Wiley & Sons Australia Ltd in 2002.

A response to the REOI was made under the IPEd banner but framed on the understanding that, if the matter proceeds, the work would be done under an alliance of IPEd, Adelaide-based company Website Criteria, and BMD, a design studio with offices in South Australia and Queensland. A ten-member advisory committee has been established, comprising accredited and distinguished editors, Website Criteria and BMD representatives, and the IPEd Secretary. More details of the submission can be found in IPEd Notes June–July 2010 in the website.

The 2011 national conference

Planning for the 5th IPEd National Editors Conference, to be hosted by the Society of Editors NSW (Inc.) is already well advanced. The conference will be held in Sydney from 7 to 9 September 2011, under the theme *New Horizons for Editing and Publishing*, with keynote speakers to highlight both. Papers will be called for in relation to several subthemes, including

- Editing strand: working with new technologies
- Publishing strand: going global
- Editing and publishing of Indigenous texts
- Parallel publishing in print and electronic forms
- Professional strand: affirming the role of editors in the digital world.

Work in progress

The following projects and activities remained in train at the end of the 2009–10 year:

- redevelopment of the website
- production of a brochure promoting editorial services to potential employers
- development of a national register of training and professional development opportunities
- revision of the *Australian Standards for Editing Practice*
- writing and organising of the 2011 accreditation exam
- planning and preparations for the 5th National Editors Conference in Sydney in September 2011, hosted by the Society of Editors (NSW) Inc.

Institute of Professional Editors Ltd July 2010 through June 2011

Budget

| Income | July | August | September | October | November | December | January | February | March | April | May | June | Total |
|--------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Accreditation Income | | | | | | | | | | | | | |
| Exam Income | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$20,000.00 | \$32,000.00 | \$0.00 | \$0.00 | \$0.00 | \$52,000.00 |
| Total Accreditation Income | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$20,000.00 | \$32,000.00 | \$0.00 | \$0.00 | \$0.00 | \$52,000.00 |
| Member Income | | | | | | | | | | | | | |
| Membership levy | \$20,000.00 | \$21,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$41,500.00 |
| Mis member income | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total member income | \$20,000.00 | \$21,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$41,500.00 |
| Mis income | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Income | \$20,000.00 | \$21,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$20,000.00 | \$32,000.00 | \$0.00 | \$0.00 | \$0.00 | \$93,500.00 |
| Expenses | | | | | | | | | | | | | |
| Exam Expenses | | | | | | | | | | | | | |
| AB Telecon & Meetings | \$120.00 | \$120.00 | \$120.00 | \$120.00 | \$120.00 | \$120.00 | \$120.00 | \$120.00 | \$120.00 | \$120.00 | \$120.00 | \$120.00 | \$1,440.00 |
| AB Travel / Accommodation | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| IPEd Assessors Telecon & Meetings | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| IPEd Assessors Travel / Accom | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,500.00 | \$3,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$5,000.00 | \$10,000.00 |
| Advertising - Exam | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$400.00 | \$400.00 | \$400.00 | \$400.00 | \$400.00 | \$0.00 | \$0.00 | \$0.00 | \$2,000.00 |
| Coordinator - Exam | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$900.00 | \$900.00 | \$900.00 | \$900.00 | \$950.00 | \$900.00 | \$500.00 | \$500.00 | \$2,000.00 |
| Development Team - Exam | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$900.00 | \$900.00 | \$900.00 | \$900.00 | \$900.00 | \$0.00 | \$0.00 | \$15,040.00 | \$15,040.00 |
| Markers & Moderation - Exam | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$700.00 | \$0.00 | \$500.00 | \$200.00 | \$2,800.00 |
| Secretarial - Exam | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Sundry - Exam | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$60.00 | \$0.00 | \$60.00 | \$0.00 | \$240.00 |
| Web support - Exam | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$60.00 | \$0.00 | \$0.00 | \$0.00 | \$4,600.00 |
| Venue Hire - Exam | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,200.00 |
| Onscreen exam development | \$0.00 | \$0.00 | \$0.00 | \$200.00 | \$200.00 | \$200.00 | \$200.00 | \$200.00 | \$200.00 | \$0.00 | \$0.00 | \$0.00 | \$1,200.00 |
| Total Exam Expenses | \$120.00 | \$1,020.00 | \$1,620.00 | \$3,120.00 | \$1,620.00 | \$3,120.00 | \$5,120.00 | \$2,360.00 | \$2,930.00 | \$2,280.00 | \$1,180.00 | \$25,480.00 | \$46,570.00 |
| General Expenses | | | | | | | | | | | | | |
| Accountants | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,100.00 | \$0.00 | \$0.00 | \$1,100.00 |
| Admin - Sec remuneration | \$1,560.00 | \$1,560.00 | \$1,560.00 | \$1,560.00 | \$1,560.00 | \$1,560.00 | \$1,560.00 | \$1,560.00 | \$1,560.00 | \$1,560.00 | \$1,560.00 | \$1,560.00 | \$18,720.00 |
| Advertising - general | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Advertising - PR | \$250.00 | \$250.00 | \$250.00 | \$250.00 | \$250.00 | \$250.00 | \$250.00 | \$250.00 | \$250.00 | \$250.00 | \$250.00 | \$250.00 | \$3,000.00 |
| AGM Expenses | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$100.00 |
| Assets purchased under \$1000 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Audit Fees | \$200.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$200.00 |
| Bank Charges | \$3.00 | \$3.00 | \$3.00 | \$3.00 | \$3.00 | \$3.00 | \$3.00 | \$3.00 | \$3.00 | \$3.00 | \$3.00 | \$3.00 | \$36.00 |
| Bookkeeping | \$65.00 | \$65.00 | \$65.00 | \$65.00 | \$65.00 | \$65.00 | \$65.00 | \$65.00 | \$65.00 | \$65.00 | \$65.00 | \$65.00 | \$780.00 |
| Catering / Room Hire | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Website development | \$0.00 | \$4,500.00 | \$0.00 | \$4,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$13,500.00 |
| Website maintenance | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$60.00 | \$60.00 | \$60.00 | \$60.00 | \$60.00 | \$60.00 | \$60.00 | \$60.00 | \$480.00 |
| Committee Expenses | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Council | | | | | | | | | | | | | |
| Council Telecon & Meetings | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$1,800.00 |
| Council Travel & Accommodation | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Council | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$1,800.00 |
| Computer / Internet Costs | \$120.00 | \$120.00 | \$120.00 | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$170.00 | \$1,710.00 |
| Filing Fees | \$200.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$240.00 |
| Gifts / Prizes | \$0.00 | \$0.00 | \$0.00 | \$100.00 | \$150.00 | \$0.00 | \$0.00 | \$250.00 | \$0.00 | \$0.00 | \$1,500.00 | \$0.00 | \$2,000.00 |
| Insurance | \$1,200.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,200.00 |
| Legal Fees | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Membership other Organisation | \$100.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$100.00 |
| Postage | \$30.00 | \$30.00 | \$30.00 | \$30.00 | \$30.00 | \$30.00 | \$30.00 | \$250.00 | \$30.00 | \$30.00 | \$30.00 | \$30.00 | \$580.00 |
| Printing & Stationery | \$10.00 | \$10.00 | \$10.00 | \$10.00 | \$10.00 | \$10.00 | \$10.00 | \$10.00 | \$10.00 | \$10.00 | \$10.00 | \$10.00 | \$120.00 |
| Telephone | \$5.00 | \$5.00 | \$5.00 | \$5.00 | \$5.00 | \$5.00 | \$5.00 | \$5.00 | \$5.00 | \$5.00 | \$5.00 | \$5.00 | \$60.00 |
| Telephone charge | \$30.00 | \$30.00 | \$30.00 | \$30.00 | \$30.00 | \$30.00 | \$30.00 | \$30.00 | \$30.00 | \$30.00 | \$30.00 | \$30.00 | \$360.00 |
| Total General Expenses | \$3,923.00 | \$6,823.00 | \$6,853.00 | \$2,313.00 | \$2,463.00 | \$2,313.00 | \$2,313.00 | \$3,223.00 | \$2,913.00 | \$3,413.00 | \$3,813.00 | \$2,313.00 | \$48,086.00 |
| Total Expenses | \$4,043.00 | \$8,343.00 | \$4,083.00 | \$5,433.00 | \$4,083.00 | \$5,433.00 | \$7,433.00 | \$5,703.00 | \$5,243.00 | \$5,693.00 | \$4,983.00 | \$27,773.00 | \$94,656.00 |
| Operating Profit | \$15,957.00 | \$13,157.00 | \$15,917.00 | \$8,075.00 | \$14,083.00 | \$8,075.00 | \$14,297.00 | \$14,297.00 | \$26,757.00 | \$8,307.00 | \$14,297.00 | \$27,773.00 | \$94,656.00 |
| Other Income | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Interest Income | \$18.00 | \$17.10 | \$16.25 | \$15.44 | \$14.67 | \$13.94 | \$13.24 | \$12.58 | \$11.95 | \$10.78 | \$10.24 | \$10.24 | \$654.19 |
| Total Other Income | \$18.00 | \$17.10 | \$16.25 | \$15.44 | \$14.67 | \$13.94 | \$13.24 | \$12.58 | \$11.95 | \$10.78 | \$10.24 | \$10.24 | \$654.19 |
| Other Expenses | | | | | | | | | | | | | |
| Income Tax | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Other Expenses | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Net Profit / (Loss) | \$15,975.00 | \$13,174.10 | \$15,928.75 | \$8,057.56 | \$14,068.33 | \$8,057.56 | \$14,419.76 | \$14,309.58 | \$26,766.95 | \$8,193.00 | \$14,982.22 | \$27,762.76 | \$93,501.81 |
| Operating Balance (estimate) | \$24,299.00 | \$37,473.10 | \$29,646.35 | \$21,588.79 | \$17,520.46 | \$12,101.40 | \$4,681.64 | \$18,991.22 | \$45,760.17 | \$37,567.17 | \$32,584.95 | \$4,822.19 | \$4,822.19 |
| Investment account (estimate) | \$20,500.00 | \$20,500.00 | \$20,500.00 | \$20,500.00 | \$20,500.00 | \$20,500.00 | \$20,500.00 | \$20,500.00 | \$20,500.00 | \$20,500.00 | \$20,500.00 | \$20,500.00 | \$20,500.00 |
| Net Balance (estimate) | \$44,799.00 | \$57,973.10 | \$50,146.35 | \$42,088.79 | \$38,020.46 | \$32,601.40 | \$25,181.64 | \$39,491.22 | \$66,260.17 | \$58,067.17 | \$53,084.95 | \$25,322.19 | \$25,322.19 |