



E A P A - S A F I N A N C E R E P O R T

Annual Financial Report 2018

PURPOSE

- An **annual report** is a comprehensive **report** on a company's activities throughout the preceding year.
- **Annual reports** are intended to give shareholders and other interested people information about the company's activities and **financial** performance.

BACKGROUND FOR FINANCIAL ANALYSIS

- Liquidity and efficiency – ability to meet short term obligation and to efficiently generate revenues
- Solvency – ability to generate future revenue and meet long term obligations
- Profitability – ability to provide financial rewards sufficient to attract and retain financing
- Market Prospects – ability to provide positive market expectations

EAPA –SA 2017 SYNOPSIS

- Liquidity – Cash flow and bank balance
- Solvency – New property and 32 day call account
- Profitability – Membership and conference
- Market Prospects – New income stream i.e training, new sponsorships

FOCUS

- Yearly Financials & Chapter Audits.
- Revised travel policy i.e tariffs & penalties.
- Acquisition of property.
- Reduction of board costs e.g flights.
- Report on monthly expenses.
- Following the finance agenda .
- Tracking of outstanding debt from conference.
- Setting up of proper internal controls.
- Training and transference of skills for proper reporting.
- Identification of new revenue streams

FINANCE AGENDA TO BE FOLLOWED

- Presentation of Income and Expenditure report
- Presentation of Bank Statements and supporting documentation
- Claims processed, and Payments made: claim regulations
- Control over payment transactions
- Budget Allocation per Portfolio and funds utilized /unspent
- Losses
- Recovery of Income due
- Conference
- Asset Management
- Chapter Finances
- Discussion on Estimates for the next Financial Years
- Planned activities until the next meeting

ACHIEVEMENTS

- Completed 2017 Annual Financial Statements
- Budget created for the association and chapters
- Auditors to assist chapters in preparation for audit
- Purchasing of property in process – bond application stage
- Transparent tracking of conference costs
- Post conference Debt collection
- Reduction and monitoring of board expenses
- Closed out the credit card dispute

GOALS FOR 2019

- Increase in membership (how can you add value to being a member to motivate people to join)
- How to motivate early payment of membership fees or penalize for late payments
- Measurements to increase sponsorships

THANK YOU!

Ensuring excellence in Employee Assistance Programmes

