

the **ICOM Affiliated Organisation** representing  
**archaeological open-air museums, experimental archaeology, ancient technology and interpretation**

Dear members of EXARC,

In this AGM the EXARC Board presents you the financial report of 2013.

In 2013 we made some changes in the financial administration, as well as in the format of the figures. In this letter I will explain the new format of the financial report as well as the two annexes enclosed.

Our Financial Team changed in 2013. We got a new Treasurer (Luc Eekhout from Eindhoven Museum) and a new Accountant (E.T.M. Gilden from ABAB). The bookkeeping remained in the hands of our volunteer Magda Zielinska. We do the bookings ourselves using the accountant's online software AccountView.

We adjusted our booking codes system to make a clearer separation between the regular exploitation of EXARC and the external projects. In the project OpenArch we also split our own input from common costs which are channelled through EXARC. In this logic of the new system we follow the general EU grant administration system and this will help us with administering any future applications.

The adjustment of the booking code system made a comparing of numbers with previous years more difficult. I refer to attachment (1) where we compare 2013 with the previous 2012. In short the bigger changes between these years:

1. The two EXARC Secretariat volunteers (director and bookkeeper) got a volunteer fee paid (€ 3,000 in total).
2. The costs for EXARC Board and Secretariat travels increased, mainly due to changes in the EXARC Board – we have less Members in the EXARC Board who as members of OpenArch had their travel expenses covered by OpenArch and we are not combining the Board Meetings anymore with EU project conferences. We also travelled more to different conferences, like Travo (IT) or Moscow (RU).
3. The PR costs increased as well. In previous years OpenArch EU funds covered some of these costs.
4. We managed to save a lot of money on accountant costs: in 2012 33% of our expenditure went to the accountant, while in 2013 it was only 9%.
5. Our income from Membership fee increased due to more members joining EXARC.


In total our EXARC expenses were lower than our income so our reserves grew to € 4,815 by the end of 2013.

Of the 2013 revenues, over € 12,000 got paid in that year. We sent invoices in January, reminders in April, July, September and October. Open invoices include 4 new members (€ 280) who registered end of 2013. From October 2013 invoices sent included the contribution fees for 2014 (€ 1,350 invoiced). We got 65 new members in 2013 (25 institutional and 40 individual) and lost 6 (mostly due to a lack of money). By the end of 2013 EXARC counted 195 members.

When looking at the overall expenditure and income we see that the net results over 2013 show a deficit whereas the reserve improves at the end of the year. This is due to OpenArch, which should be seen over its six years influence on the EXARC Budget, and not per year only. In 2013, we spent € 16,420 from EU money but only received € 7,500 EU money in the same year. However, in the previous years we had got more money from EU than we actually spent. The difference was moved from our reserves.

In 2013 we also corrected our reserves as calculated in the previous years, which had a huge impact on our designated funds. Attachment (2) explains these corrections.

In this way we made our financial structure more transparent and ready for the future. I would like to thank our director and other volunteers for their work in our administration.



Luc Eekhout  
Treasurer EXARC