



Finance and Administration

Road Map

- **Forecast Income Statement**
- **Membership and expenses**
- **Debtors collection**
- **Qtr4 2009 priorities**
- **2010 tasks**

Income Statement Forecast

	Forecast to Dec-09 \$	Budget Dec-09 \$	Variance Fav/(adv) \$	Actuals 2008 \$	Growth %
Revenues	1,780,509	1,826,908	(46,399)	1,425,589	25%
Expenditures:					
Administrative	1,022,852	1,158,721	(135,869)	631,197	62%
Distribution	621,936	731,619	(109,683)	680,510	-9%
Total expenditures	1,644,788	1,890,339	(245,552)	1,311,706	25%
Surplus on operational activities	135,721	(63,432)	199,153	113,882	
Other Income	85,496	65,000	20,496	178,545	-52%
Forecasted surplus	221,217	1,568	219,649	292,427	-24%

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Membership Forecast

Membership Category	Forecast to Dec-09 \$	Budget Dec-09 \$	Variance Fav/(adv) \$	Actuals 2008 \$	Variance Fav/(adv) \$
Initial Set Up fees	147,080	173,523	(26,443)	149,634	(2,555)
LIR - Xtra Small	234,767	179,402	55,365	181,927	52,840
LIR - Very Small	359,012	315,272	43,739	306,601	52,411
LIR Small	320,868	349,078	(28,211)	228,994	91,874
LIR Medium	368,071	360,001	8,070	240,656	127,415
LIR Large	226,946	198,405	28,541	167,527	59,419
LIR Very Large	43,713	117,573	(73,861)	7,753	35,960
LIR Xtra Large	40,960	37,623	3,337	68,400	(27,440)
End User- IP	3,156	830	2,326	5,481	(2,325)
End User - ASN	2,428	200	2,228	4,645	(2,217)
Grants- Sponsorship	33,510	-	33,510	63,972	(30,462)
	1,780,509	1,731,908	48,601	1,425,589	354,920

	Forecast to Dec-09 \$	Budget Dec-09 \$	Variance Fav/(Adv) \$	Actuals vs Budget %	Actuals 2008 \$	Variance Fav/(adv) \$
Administrative expenses						
HR	586,874	681,938	95,064	86%	434,216	135%
Telephone & Communications	42,718	45,560	2,842	66%	42,897	70%
Office expenses	292,735	296,600	3,865	99%	70,492	415%
Motor vehicle expenses	5,019	5,813	795	86%	4,666	108%
Insurance	5,502	10,670	5,168	52%	4,263	129%
Bank charges	16,081	7,577	(8,504)	377%	8,210	348%
Auditors fees	2,167	3,333	1,167	65%	3,000	72%
Depreciation	54,029	61,940	7,912	87%	29,729	182%
Legal & Consulting fees	17,728	20,367	2,639	87%	16,624	107%
Total Administrative expenses	1,022,852	1,133,799	110,947	90%	614,096	167%
Distribution expenses						
Advertising expenses	16,921	26,800	9,879	63%	29,661	57%
Bad debts	-	29,690	29,690	0%	28,995	0%
Meeting and seminars expenses	225,658	122,000	(103,658)	185%	143,485	157%
LIR Training	21,871	71,522	49,651	31%	45,144	48%
Travelling & Accomodation expenses	320,938	360,040	39,102	89%	355,866	90%
Entertaining expenses	1,756	6,667	4,910	26%	12,505	14%
Car rental	3,590	3,500	(90)	103%	43	8286%
Contribution	31,201	66,400	35,199	47%	64,098	49%
SA Operation costs	-	45,000	45,000	0%	713	0%
Total Distribution expenses	621,936	731,619	109,683	85%	680,510	91%
Other Costs	-	25,000	25,000	0%	17,101	0%
Total Operating expenses	1,644,788	1,890,417	245,630	87%	1,311,706	125%
Other income						
Interest Received	16,051	(65,000)	(48,949)	-25%	39,270	41%
Exchange gain difference	57,787	-	(57,787)		135,001	43%
Other income	11,658	-			4,274	273%
Total other income	85,496	(65,000)	(106,736)	-132%	178,545	48%

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Quarterly Debtors Movement

Month	Debtors Amount - \$	Collection %
Actual March	813,047	
Actual June	565,143	30%
Actual September	389,634	31%
Forecast December	130,666	66%

2009 PRIORITIES

- Achieve membership target of \$1,732k.
- Prepare for 2010 invoicing and member communication.
- Re-align finance information with registry info: Category of members.

- Cost control. Continuous.
- Cross departmental interaction/processes.
- Begin implementation of proper internal control procedures.

2010 Tasks

- Redefine chart of accounts
- Set up finance manual
- Redefine financial reporting / change in accounting policies
- Consolidate internal control procedures
- Treasury management
- ~~Fees collection – completed by March 2010~~
- Succession plan for business area with new defined roles and responsibilities
- Set up proper staff training programs
- Administrative and HR processes and policies

THANK YOU
