



Digital Scriptorium
2021-2022 Treasurer's Report
Annual Meeting
12 October 2022
submitted by
Vanessa Wilkie,
The Huntington Library, Art Museum, and Botanical Gardens

This was a year of financial transition for Digital Scriptorium, as we migrated away from UC Berkeley. Cal used to hold and manage all of DS's income based on membership dues, while the DS Board maintained a checking and savings account with minimal activity. At the DS Board Meeting held at Penn in June 2022, the Board voted to become financially independent and not rely on a host institution to manage DS finances. Since that time, the DS Executive Director, Treasurer, and Project Manager, have developed financial management and invoicing plans. All of this has been done with close oversight from the rest of the Board.

The one exception to DS's complete financial independence is the remaining bridge funding, raised in the last fiscal year, which remains under the control of Penn and is used to pay the salaries of the DS Project Manager through FY2024 and DS 2.0 expenses. The balance of the bridge funding is \$40,000. Once these funds are depleted, DS will be completely responsible for its financial management.

DS's income is based primarily on membership fees, determined by the [DS fee schedule](#). In June 2022, the Board voted to establish a higher tier of membership, Supporting Member, where larger institutions may opt to pay a flat membership fee of \$3500. Currently, five institutions have become Supporting Members, and we thank them for their support.

DS has adopted Quickbooks as its financial management platform and uses it for invoicing.

The 38 member institutions (not all dues paying) received their invoices via email on 19 September 2022. DS has collected \$15,000 in membership dues, with \$25,750 still outstanding.

The Board anticipates future recurring expenses for the remainder of this year to be minimal subscription fees for website registration and Quickbooks. DS anticipates one large-scale expense in the coming year: \$20,000 for the interface, which will be covered by bridge funding.

On 2 January 2022, DS received an anonymous donation of \$30 in Memory of Robert Durling, PhD and in Honor of Nancy Vine Durling, PhD. The Board is grateful for this thoughtful donation.

As of this day, the Digital Scriptorium bank account balances are:

Checking: \$13,686.68

Savings: \$10,005.18