

Report title: Office Management Report	Author: Richard Symonds
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Report description: A brief overview of the Office Manager's activities over the previous quarter.	



Projects from the last three months

The major work over the past quarter has been mainly in five areas:

- Making our financial information more easily accessible, and easily available, to staff and trustees. This has been accomplished through the use of a 'Google Docs Extension' for our internal wiki. Thanks to this extension, I am now able to report our cashflow projections and current spends to those who wish to view it through the medium of a wiki. The key pages are at <http://office.wikimedia.org.uk/wiki/Cashflow>, http://office.wikimedia.org.uk/wiki/Nominal_Breakdown and <http://office.wikimedia.org.uk/wiki/Budget>.
- Refining our cashflow and our quarterly financial management reports with the Treasurer and the Chief Executive. These reports are now prepared with the input of budget holders and the fundraising manager.
- Refining our invoicing system to correctly record directly on each invoice (through a label) who has approved which payment, out of which budget, and out of which nominal code. I have made every attempt to avoid uploading signatures to the wiki as a part of this, but it is proving impossible to run an electronic, wiki-based financial system without also uploading signatures as proof of who has signed for payments.
- Preparing for the FDC Quarter One report, which has been submitted to the WMF and is viewable online at https://meta.wikimedia.org/wiki/FDC_portal/Proposals/2012-2013_round1/WMUK/Progress_report_form/Q1. Filling in the form alone was 35-40 hours – gathering the information takes longer.
- Rearranging the office to include more volunteer space, and managing the issues surrounding our business rates.

Projects in the next three months

- Further refining the quarterly financial management reports with the Treasurer and the Chief Executive.
- Further refining the online financial system to report on individual projects, in the style of the page at http://office.wikimedia.org.uk/wiki/Budget/GLAM-WIKI_2013, and preparing to (potentially) make this information public when our wiki moves to WMUK hosting.
- Focussing on preparing for the FDC Quarter Two report, and trying to streamline the process.

Decisions and actions required:

None at present.