



#### PRESIDENT'S REPORT

#### 1992 IEA Council Meeting

August 29 & 30, 1992

The past year has been a very time consuming and active one for me. Fortunately, my taking a half-time retirement from my University has enabled me to devote extensive time and effort to the IEA. In addition to responding to approximately twelve letters, faxes and telephone communications per week, the following is a summary of my major IEA activities.

#### Formation of the Executive Committee

Following my election at the 1991 Annual Meeting of Council, my first task was to make Committee Chair Appointments and thus form the Executive Committee. After consulting with the previous year's officers and executive committee members, and other senior persons highly knowledgeable of the IEA's structure and activities, Chair appointments were tendered and accepted for all but the Promotion and Public Relations Committee. These appointments, together with my intentions for the P & PR Committee Chair were announced in my letter of September 18, 1991 to all IEA members of Council. After consultation with the officers of JERS and others, Prof. Sadao Horino was appointed to Chair of the P & PR committee in March.

#### Visit to ILO and WHO

On December 5th and 6th, Secretary General Rookmaaker and I visited with our primary contacts at ILO (Dr. Kogi) and WHO (Dr. Ng). These meetings proved to be important in further solidifying our ties with these two organizations. In addition, we were able to explore several possible new projects with ILO, and to further plans for our ongoing checkpoints project. More will be said about our meetings by the Secretary General in his report. Progress on our joint ILO projects will be reported by Dr. Kuorinka in his report.

#### Establishment of Formal Liaison positions with ILO, WHO, and UN HO

During our Midyear Executive Committee Meeting, I proposed to the Committee that I appoint formal liaison persons to each of our primary collaborating international organizations. It was my opinion that we needed these liaison persons in order to strengthen our relationships and activities with these organizations; and to keep abreast of items and issues within

these organizations that are important to international ergonomics. The Executive Committee unanimously concurred. Accordingly, I asked Dr. Kuorinka if he would be willing to serve as our official liaison with ILO for professional and technical matters, including joint projects, and he kindly accepted. He since has been very active in this role, as his report will reflect. In addition I requested that Dr. Rookmaaker be our primary contact with WHO, and Prof. Helander, as Chair of our Science and Technology Committee, be our primary liaison with the United Nations science and technology offices in New York City. Both persons kindly accepted these responsibilities and have been active in pursuing them, as their reports will reflect.

#### Midyear Executive Committee Meeting

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Our midyear Executive Committee Meeting in Toronto, Canada in January was a very busy and productive one, as the Minutes of that meeting and agenda items at this Council meeting reflect. Since action items from that meeting are reflected in those documents, I will not elaborate here. From my perspective, an equally important outcome of that meeting was the close working relationship and coordinated plan of action established among those in attendance. The result has been a very active and constructive set of activities by this group ever since.

#### Work With Standing Committee Chairs

Both during and following the Midyear Meeting, I have been working with the Education and Training and Science and Technology Committee Chairs concerning their committee structures and priorities. With Education and Training, I have particularly stressed the importance and time critical aspects of the activities of Subcommittee 1 on professional standards. Prof. Bullock has shared that emphasis and has done a splendid job of personally keeping that E & T function moving. From my perspective, the second major E & T priority has been to develop programs to support ergonomics in industrially developing countries. Prof. Bullock, with assistance from Dr. Kuorinka and others, also has made significant progress in this area and will cover these E & T activities in her report.

With Science and Technology, I have emphasized the importance of revitalizing several of the subcommittees by appointing new Chairs, providing guidelines to the Technical Groups, setting specific goals and time lines for their accomplishment, and establishing new Technical Groups where the need exists. Based on my visit to Russia in December 1991, I personally have worked to establish a new Technical Group on Ergonomics in the Power Industry. Prof. Helander has shared these goals and has been very active in carrying them out, as his report will reflect.

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Prof. Brown, Policy and Planing Committee Chair, and I have met on several occasions on several projects, which he will cover in his report.

I have had less contact with the other two Committee Chairs, but anticipate working more actively with them in the coming year. In the case of Heather Ward, completing her responsibilities as Treasurer of the Ergonomics Society limited her time for IEA Publications Committee activities until recently. In the case of the Promotion and Public Relations Committee, the new Chair has been in place for only several months, and we have only been able to communicate by phone.

#### <u>Participation and/or Providing Organizing Assistance:</u> International Conferences

My most time consuming activities this past year have been in directly participating in international professional conferences. This has included giving plenary session, banquet, and other presentations about the IEA and its activities, and the future of ergonomics; participating in panel sessions on key ergonomics issues, such as accreditation and certification; and working directly with the organizers on the planning for two major upcoming IEA Co-sponsored conferences. The first of these is the Joint Soviet Ergonomics Society-IEA International Conference on "Ergonomics in Russia, the Other Independent States, and around The second is working with Dr. Gunilla Bradley of the World". Sweden on organizing the "4th ODAM International Symposium", to be jointly sponsored by the Swedish Ergonomics Society, the Nordic Ergonomics Society and the IEA. These conferences will be reported on during our Council Meeting. The planing for these two professional meetings involved a trip to St. Petersburg, Russia and Stockholm, Sweden. This trip was combined with my trip to Finland to participate in the "International Conference on Computer-Aided Ergonomics and Safety" (CAES'92) in Tempare, CAES'92 was both co-sponsored and co-organized by the Finnish Ergonomics Society and the IEA. Prof Waledmar Karwowski, Chair of the IEA Industrial Ergonomics Technical Group, and who also is assisting the SEA in organizing their joint conference, accompanied me to St Petersburg and to Finland.

The other international meetings in which I gave presentations this past year were as follows:

- 1. The International Society for Systems Science Annual Meeting, Denver, CO, USA July 12-17, 1992. This is a potential international organization for IEA collaboration.
- 2. The Annual International Industrial Ergonomics and Safety Conference '92, June 10-13,1992, Denver CO, USA. As a result of my participation in this meeting, the organizers of the '93 Annual Conference in Copenhagen, Denmark are planing to seek IEA sponsorship.



3. The Third International Conference on Human Aspects of Advanced Manufacturing and Hybrid Automation, 26-28 August, 1992, Gelsenkirchen, Germany.

Later this year, I will be giving presentations at the following IEA co-sponsored meetings.

- 1. Work With Display Units (WWDU'92), 1-4 September 1992, Berlin Germany.
- 2. 2nd Pan-Pacific Conference on Occupational Ergonomics, 1-5 November, 1992, Wuhan, China (I also served on the Advisory Committee in an active capacity; and will Chair a plenary session in addition to delivering the opening address).

Most of the expenses of my travel and participation in these meetings has been borne by the conference organizers and/or myself.

It is my opinion that these meetings have afforded me an excellent opportunity to (a) show concrete support for our IEA sponsored meetings, (b) promote awareness of, and interest in the IEA in non-IEA supported international ergonomics meetings which are held on a recurring basis, and (c) to better familiarize federated society members attending IEA sponsored meetings with the IEA and its activities.

#### Initiation of Possible IEA-IAAP Formal Relationship/Collaboration

Recently, I have been in contact with Prof. Bernhard Wilpert, an I/O Psychologist, of Berlin Technological University who Presently is President of the International Association of Applied Psychology (IAAP). I have known him for about 12 years. This past year, we met once and also exchanged letters on possible formal collaboration between the IAAP and IEA. It is clear that we have overlapping professional and scientific interests, and could mutually benefit from establishing a more formal relationship. I am hopeful that he will return from his vacation in time for some of our Executive Committee to meet with him during the WWDU'92 conference. In any event, I will continue to explore the possibility of establishing a formal relationship and/or areas for mutual collaboration.

#### Visit With the Soviet Ergonomics Society

In December of 1992, I had the pleasure of being invited to Russia to meet with the officers and council members of the Soviet Ergonomics Society. That proved to be an excellent experience, both socially and professionally. I believe it was highly informative both for myself and for the SEA. I was able to brief the SEA leadership in both St. Petersburg and Moscow first-hand on the structure, functioning and activities of the IEA, and to respond to many excellent questions from the SEA



leadership. We also were able to do some excellent preliminary planing for the first SEA-IEA co-sponsored conference. The SEA officers, in turn, were able to provide me with an understanding of their concerns and problems. In particular, with the difficulties they encounter in dealing with the currency problems when trying to actively participate in international ergonomics activities. I also gained an appreciation for the structure and activities of the SEA which, together with the SEA Council Members, I will share with you informally during our Council Meeting.

Another excellent outcome from my Moscow visit was to gain an awareness of the critical need for an IEA Technical Group on Ergonomics in the Power industry. I am pleased to note that, with Prof. Helander's help, we now have this new TG started under the able leadership of Dr. Stu Parsons (whom had been recommended by several Russian power industry ergonomists because of his outstanding international work in this area). I look for this TG to be a very proactive group in helping to prevent another major nuclear disaster or conventional power disaster somewhere in the World.

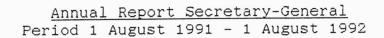
#### President's Column

Another initiative I have taken is to write a "President's Column" for each issue of our newsletter, Ergonomics International. I am pleased to report that my first article, overviewing the structure and functioning of the IEA, has been picked up and reproduced in several of our federated society member newsletters.

Hal W. Hendrick, Ph.D. CPE

Smiled Roll

President



- 1. Although the daily work location of the Secretary-General is situated at Netherlands Railways in Utrecht, the IEA-office is located in Amsterdam at the office of the Nederlandse Vereniging voor Ergonomie. Mrs Linda Krokké-Read does the Executive-administrator activities one day a week until now.
- 2. In order to obtain an idea about the activities of the IEAsecretariat, the following numbers of the correspondence are given:

Incoming letters/faxes

1 August - 31 December 1991 : about 50 1 January - 1 August 1992 : about 95 + 25 (/8 - 2 %) -> 120

Outgoing letters/faxes

1 August - 31 December 1991 : about 40 1 January - 1 August 1992 : about 95 +17 (1/2-25/3) > 110

- 3. Other activities of the secretariat:
  - updating of the IEA Basic Documents
  - updating name and address lists of Federated Soc. secretariats and Council members
  - preparation and finishing of the Council meeting and the Executive Committee meetings ((draft) agenda and minutes) and other meetings.
- 4. Last December the President and the Secretary-General visited ILO and WHO officials in Geneva to make acquaintance with both organisations. The discussions appeared to be very fruitful. Most of the issues for cooperation between ILO/WHO and IEA as Non-Governmental Organisation (NGO) were discussed.
- 5. Correspondence about IEA-membership application take place with existing newly founded or to be founded ergonomic societies/associations in
  - India
  - Czechoslovakia
  - Croatia
  - Turkey
  - Taiwan

and also with the European Society Dental Ergonomies.

6. The 11 copies of Proceedings of the IV HCI conference 1991 and the Proceedings of the IEA 1991 Congress (Paris) were forwarded to the secretariat. Custom-procedures are very time-consuming and inconvenient!

1 August 1992 D.P. Rookmaaker





#### International Ergonomics Association Report of the Treasurer

(revised August 18, 1992)

Financial Statements, 1991 Schedule of Dues Received Mid-Year Report Equity History

Y. Ian Noy, Ph.D. IEA Treasurer





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- \* Awards and International Relations Hal W. Hendrick, President, IEA

## INTERNATIONAL ERGONOMICS ASSOCIATION

August 18, 1992

To: Members of the IEA Council

I am pleased to submit the Report of the Treasurer, attached hereto, comprising;

I look forward to presenting this report to the Council at the August meeting in Berlin.

Respectfully submitted,

Y. Ian Noy, Ph.D√P.Eng

Treasurer

<sup>·</sup> Belgium Ergonomics Society · Brazilian Ergonomics Association · Chinese Ergonomics Society · Ergonomics Society · Gesellschaft fr Arbeitswissenschaft · Human Factors Association of Canada/Association Canadienne d'Ergonomie · Human Ergology Society (Japan) · Human Factors Society · Israeli Ergonomics Society · Japan Ergonomics Research Society · Korean Human Engineering Society · Nederlandse Vereniging Yoor Ergonomie · Nordic Ergonomic Society · Osterreichische Arbeitsgemeinschaft für Ergonomie · Polish Ergonomics Society · Societa Italiana di Ergonomia · Societe d'Ergonomie de Langue Francaise · Southeast Asia Ergonomics Society · The Ergonomics Society of Australia · Yugoslav Ergonomics Society



## International Ergonomics Association Balance Sheet For Year Ended: 31 December, 1991

	rate	0.74 <b>CHF</b>	USD	1,991 Total
ASSETS				
Current Assets				
Cash Accounts (Hongkong Bank of Canada)		25,000	7,764	26,264
Term Deposits (Lloyds Bank)	_	59,425		43,975
		84,425	7,764	70,239
Seed Funds Receivable (IEA'91)	_		3,000	3,000
	=	84,425	10,764	73,239
LIABILITIES				
Payable	_		2,964	2,964
			2,964	2,964
EQUITY				
Australian Fund		10,770		7,970
Loans Reserve			35,000	35,000
Cash Reserve	_	73,655	(27,200)	27,305
	_	84,425	7,800	70,275
	=	84,425	10,764	73,239

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#### International Ergonomics Association Statement of Revenue and Expenditures For Year Ended: 31 December, 1991

	rate 0.74 <b>CHF</b>	USD	1,991 Total
REVENUE			
Membership Dues	31,708	11,231	34,695
Capitation Fees	835	6,192	6,810
Interest	7,242		5.359
Misc.	-		
	39,785	17,423	46,864
CALDINA DARRA DE CO			
EXPENDITURES			
Mail & Telephone	466	1,027	1,372
Clerical			
Meeting costs	3,556	5,003	7,634
Printing	1,978		1,464
Awards	1,458		1,079
Travel	10,072	19,225	26,679
Bank	385	532	817
Miscelaneous			
	17,915	25,787	39,044
EXCESS (DEFICIT) REVENUE/EXPENDITURES	21,870	(8,364)	7,820
Current assets as at June 30, 1990	62,555	16,128	62,419
Current assets at end of year	84,425	7,764	70,238

### International Ergonomics Association Statement of Changes in Reserves and Funds For Year Ended: 31 December, 1991

	Credits	Debits	Balance
Cash Reserve (USD)			
Balance at start of year			62,419
Operating surplus	7,820		
Reserve for payable		2,964	
Transfer to Loans reserve		32,000	
Transfer to ESA Fund (10,770 CHF)		7,970	
Balance at end of year			27,305
		9 9	
Loans Reserve (USD)			
Balance at start of year (IEA'91)			
Reserve created	32,000		
Balance at end of year			32,000
Receivable			3,000
Value			35,000
ESA Fund for Conf. in Ergon. in South East Asia (CHF)			
Balance at start of year	-		
Fund created (transfer from general accounts)	10,000		
Interest	770		
Balance at end of period			10,770
Receivable			
Value .			10,770

- The IEA is an association of ergonomics and human factors societies around the world, registered as a non-profit organization under Swiss Civil Code. The IEA promotes the knowledge and practice of ergonomics by initiating and supporting a variety of international activities and cooperation.
- 2. The 1991 Financial Statements attached hereto are for the period June 30, 1990 to December 31, 1991. They have been prepared from records kept by the former Treasurer as well as transactions which occurred after the transfer of the accounts.

#### **Basis of Accounting**

- 3. The IEA's policy is to prepare its financial statements on the cash basis of accounting. Under this basis, revenues are recognized when received and expenses are recognized when paid.
- 4. Liabilities represent bills received but not yet paid. They are shown on the Balance Sheet to present more fairly the current equity, though the bills will be paid in the next fiscal year.

#### Significant Changes in Accounting Policies

- 5. The Executive Committee approved the recommendation to formalize the fiscal year-end. The IEA fiscal year-end will henceforth be December 31. This is consistent with the calendar-year basis for dues payment and is considered the most convenient point of reference for reporting purposes. In the future, reports to Council will contain financial statements for the year just completed and a mid-year report as at June 30 or July 31, depending on the date of the meeting.
- 6. The financial system was restructured in two parts; (i) annual operation, and (ii) special reserves.
  - i. The annual operations budget includes revenues from membership dues, capitation fees, interest and other

receipts; and expenditures for administrative and other recurring activities.

- ii. Special reserves include a loans reserve and special funds. These reserves are identified under the Equity heading of the Balance Sheet.
- 7. A loans reserve has been established to ensure an adequate supply of seed funds for conferences. The level of the reserve was set at US\$ 35,000. Presently, this sum is included in the IEA general accounts but is tracked and reported separately.

#### **Summary of Financial Performance**

- 8. The IEA appears to be healthy and growing. The number of members is increasing as is the level of activity. This is reflected in higher operating budgets.
- 9. The past year has been a year of transition, consolidation and restructuring. Some processes have been formalized (e.g., reporting formats, claims) while others are in the process of review (e.g., budgeting process). The challenge is to institute adequate controls without creating unnecessary bureaucracy.
- 10. Following a careful review of our financial status, the Executive Committee does not recommend a dues increase at the present time. Although expenses are expected to begin to rise faster than revenues from dues, there is sufficient equity on hand to preclude levying higher dues in these difficult economic times.

# **IEA Dues Schedule**

ATED SOCIETIES a de Ergonomia Society s Association s Society		-										
IES		# Mem	Payable	1.35/1	Paid		# Mem	Payable	1.56/1	Paid		Arrears
	_1		CHF	US \$	CHF	#SN		CHF	US \$	CHF	#SN	
Society s Association s Society	AEE	185	915.00	677.10		677.00						
s Association s Society	BES	108	607.00	449.18		444.00	72	463.00	296.79	470.00		
s Society	ABERGO	19	419.00	310.06	•	51.21	30	295.00	189.10	295.00		
	CES	312	1,423.00	1,053.02	81.00		312	1,423.00	912.18	40.00 ★		
Ergonomics Society	ES	989	2,547.00	1,884.78			989	2,547.00	1,632.69	2,547.00		92
of Australia	ESA	450	1,975.00	1,461.50	1,975.00		440	1,935.00	1,240.38	1,935.00		
Gesellschaft fur Arbeitswissenschaft	GfA	573	2,321.00	1,717.54		1,717.54	555	2,285.00	1,464.74	2,285.00		
Human Factors Association of Canada/ACE	HFAC/ACE	393	1,747.00	1,292.78		1,155.82	292	1,343.00	860.90		888.53	
Human Factors Society	HFS	3867	8,909.00	6,592.66		5,639.40	2,652	6,479.00	4,153.21		3,868.00	
Hungarian Ergonomics Society	MES	70	455.00	336.70								92
Israeli Ergonomics Society	IES	100	575.00	425.50	575.00		70	455.00	291.67	455.00		
Japan Ergonomics Research Society	JERS	1664	4,503.00	3,332.22			1,664	4,503.00	2,886.54	4,503.00		92
Korean Human Engineering Society	KHES	88	527.00	389.98		227.27	88	527.00	337.82		240.00	
Nederlandse Vereniging voor Ergonomie	NVVE	538	2,251.00	1,665.74	2,251.00		575	2,325.00	1,490.38	2,312.00		
New Zealand Ergonomics Society	NZES	100	575.00	425.50		426.00						
Nordic Ergonomics Society	NES	1529	4,233.00	3,132.42			1,529	4,233.00	2,713.46			91,92
Osterreichische Arbeitsgemeinschaft fur Ergonomie OAE	OAE	44	351.00	259.74		245.00	43	347.00	222.44	334.00		
Polish Ergonomics Society	PES	100	575.00	425.50								91,92
lia	SIE	170	855.00	632.70								91,92
Societe d'Ergonomie de Langue Francaise	SELF	579	2,333.00	1,726.42			579	2,333.00	1,495.51	2,220.00		91,92
South East Asia Ergonomics Society	SEAES	70	455.00	336.70		336.70	80	495.00	317.31	•	80.00	
Soviet Ergonomics Association	SEA											92
of Yugoslavia	TAESY	20	375.00	277.50								89,90,91,92
AFFILIATED MEMBERS			*									
Human Ergogology Society	HES	230	1,020.00	754.80			230	1,020.00	653.85	1,020.00		92
		11 967	39 946 00	29 560 04	4 882 00	10 919 94	9 897	33 008 00	21 158 97	18 416 00	5 076 53	

<sup>· -</sup> Based on 20% of Society's total fee income

## Fees Formula

Federated Societies: Fees in CH F = 175 + (#members up to 500)\*4 + (#members above 500)\*2

Affiliated Members: Fees in CH  $F = 100 + (\text{#members up to } 500)^4 + (\text{#members above } 500)^2$ 

#### Notes to 1992 mid-year report

- 1. The Human Factors Society Fund for Support of Ergonomics in Developing Countries was established in 1992 and will continue to grow from on-going voluntary contributions of HFS members paid in conjunction with their annual membership renewal.
- 2. The capitation fees from the 1991 Congress amounted to about CHF 28,000. This represented a significant source of income for the IEA and helped keep current operating budgets balanced. Other financial support to the IEA Council meeting and individual Council members is also gratefully acknowledged. The SELF society should be commended for hosting a very successful Congress.
- 3. From the mid-year report it is difficult to derive an accurate estimate of performance for the year, as the bulk of expenses have not yet been incurred. It is anticipated that there will be a further net outflow of \$20,000, reducing the cash reserve at year end to about \$38,451.

#### International Ergonomics Association Mid-Year Balance Sheet As at July 31, 1992

	rate 0.74		1,991
	CHF	USD	Total \$
ASSETS			
Current Assets			
Cash Accounts (Hongkong Bank of Canada)	10,621	3,092	10,952
Term Deposits (Hongkong Bank of Canada)	105,000	2,072	77,700
	115,621	3,092	88,652
Seed Funds Receivable		21,000	21,000
	115,621	24,092	109,652
LIABILITIES			
DIADIEITIES			
ILO Checkpoints Project		7,060	7,060
		7,060	7,060
EQUITY			
	11 222		0.212
ESA Fund for Conf. in Ergon. in South East Asia	11,232	020	8,312
HFS Fund for Ergon. in Dev. Countries		829	829
Loans Reserve	104,389	35,000 -18,797	35,000 58,451
Cash Reserve	115,621	17,032	58,451 102,592
	113,021	17,032	102,392
	115,621	24,092	109,652

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#### International Ergonomics Association Mid-Year Financial Report As at July 31, 1992

	0.74		1,991	US\$
	CHF	USD	Total \$	Budget
REVENUE				
Membership Dues	13,882	14,599	24,872	20,000
Capitation Fees	27,994		20,716	20,000
Interest	2,739	132	2,159	2,500
ILO Checkpoints		8,000	8,000	8,000
Contributions towards HFS Fund		829	829	
Misc.		50	50	50
	44,615	23,609	56,625	50,550
EXPENDITURES				
Executive & Administrative Expenses				
Office-related expenses	4,681	554	4,018	2,660
Travel	3,841	6,358	9,201	10,370
Clerical	595		440	4,200
Committees				
Policy & Planning				2,200
Science & Technology		175	175	3,700
Education & Training		2,003	2,003	6,300
Publications	1,312	150	1,121	1,500
Promotions & Public relations				2,000
Awards				
Printing				
Brochures				1,200
Directory of Education Programs				1,400
Meeting costs	2,932		2,170	3,000
Bank charges	57	101	143	500
ILO Checkpoints		940	940	8,000
Miscelaneous				
	13,418	10,281	20,210	47,030
OPERATING SURPLUS (DEFICIT)	31,197	13,328	36,414	3,520
Assets at beginning of year	84,425	10,764		
Assets as at end of reporting period	115,622	24,092		



#### International Ergonomics Association Statement of Changes in Reserves and Funds As at July 31, 1992

	Credits	Debits	Balance
Cash Reserve (USD)			
Balance at start of year			27,305
Operating surplus to date	36,414		
Adjustment for 1991 liabilities paid	2,964		
Transfer to HFS Fund		829	
Transfer interest to ESA Fund		341.88	
Payable		7,060	
Balance at end of period			58,451
Loans Reserve (USD)			
Balance at start of year			32,000
IEA'91	3,000		
1993 World Conf. Material Handling		6,000	
IEA'94		15,000	
Balance at end of period			14,000
Receivable			21,000
Value			35,000
ESA Fund for Conf. in Ergon. in South East Asia (CHF)			
Balance at start of year			10,770
Interest	462		
Balance at end of period			11,23
Receivable			
Value			11,23
HFS Fund for Ergon. in Dev. Countries (USD)			
Balance at start of year			
HFS Contribution	829		
Balance at end of period			82
Receivable			
Value		×	829



#### **IEA Equity History**

