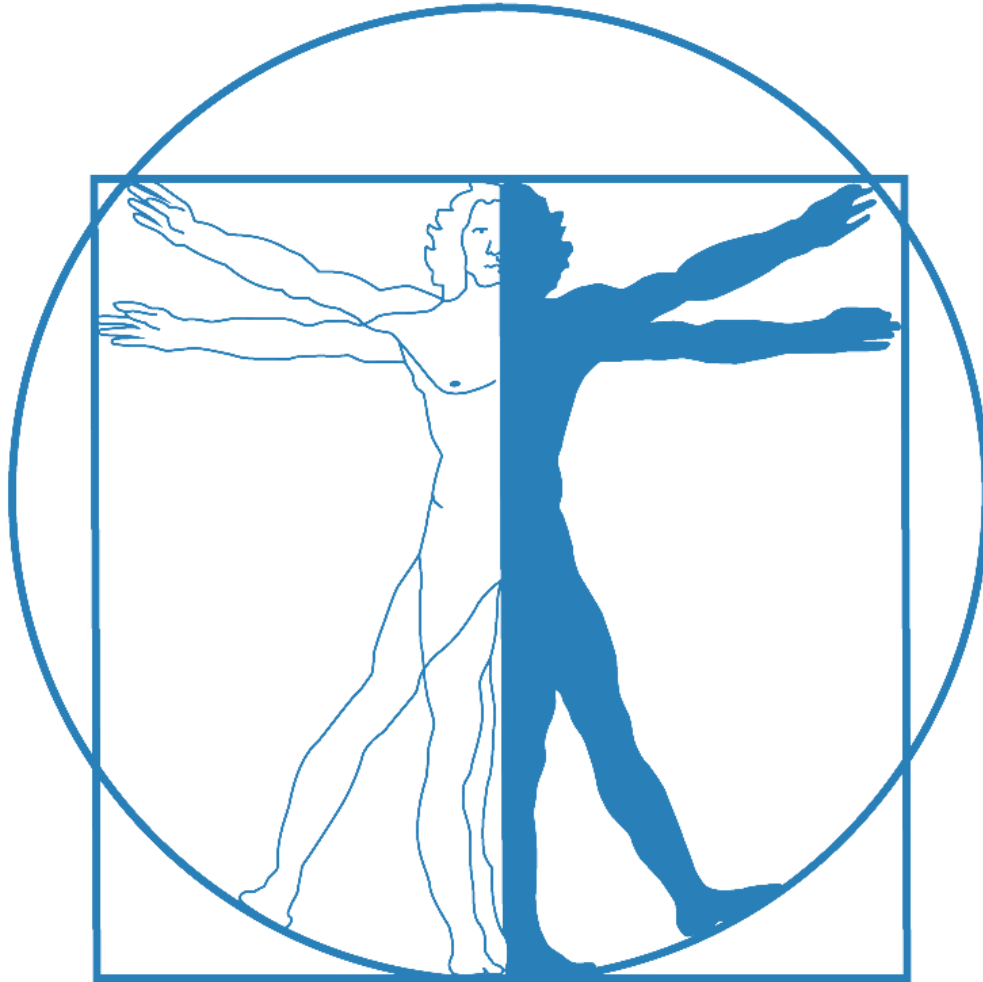


UCMSA Universalis

Financial Report

Spring 2017



By Rick Schumans, UCMSA Universalis Treasurer

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Introduction

The aim of this financial report is to provide a clear overview and evaluation of the finances of the fall 2016 semester. It outlines the financial aspects of the board activities and committees as well as the expenses of the past semester. Clarity about UCMSA Universalis' expenses is necessary to support the Independent Body in its tasks of reviewing Universalis' financial books. Furthermore, it is necessary to provide all members of UCMSA Universalis with insight of the association's financial status when inquired. Finally, the financial report is to be used by future treasurers of the association, as to learn from mistakes made in the past. It is to be used as reference to improve financial matters within the association and to maintain a clear overview and understanding of the financial processes of UCMSA Universalis.

Income & Expenses

Total Income:	€ 12,527.91
Total Expenses:	€ 25,176.57
Surplus:	- € 12,648.66

This surplus exists because when the books were closed, UCM's contribution of €13.000,- had not yet been transferred to the account of Universalis. Also, there is still a certain amount of cash stored in the board room which will be taken care of by our new Treasurer.

Extraordinary Expenses

Any expense greater than €250, - is listed here. Please note that many of these expenses were partially covered through ticket sales or other income, like graduation contributions. There are several expenses which belong to the budget of Fall 2016. They are ordered from lowest amount to highest.

Form No:	Date of Expense:	Description of Expense:	Recipient of Expense:	Amount of Expense:
115	19/5/2017	Security Summer Gala Payment	Polygarde NV	€ 261.31
70	19/4/2017	Reimbursement Ski Trip Empty Bed Fee	E. Dreyfus	€ 300.00
39	11/3/2017	Music Equipment Order Spring 2017	Thomann GmbH	€ 301.50

11	10/2/2017	Graduation Party Rent for Music and Lighting equipment	Soft & Sound	€ 302.50
100	17/5/2017	Beer Order May	AH	€ 350.74
1	2/2/2017	Board Weekend Rent	A. Blazeusz	€ 355.00
69	19/4/2017	Reimbursement UCSRN Tournament Shirts	E. Dreyfus	€ 433.80
58	27/3/2017	UCSRN Tournament Shirts	Drukwerkdeal	€ 440.78
158	22/6/2017	Summer Week Netflix & Grill BBQ payment	AZ-Barbecue	€ 601.25
137	31/5/2017	Merchandise Order Period 5	WeProduce	€ 619.60
42	13/3/2017	Merchandise Order 2-2-2017 & 21-2-2017	WeProduce	€ 644.55
172	2/7/2017	Active Members Night Rent + Food	De Brandweerkantine	€ 650.60
159	22/6/2017	Merchandise Order Period 5	WEProduce	€ 737.05
66	14/4/2017	UCSRN Tournament Bus Costs	Triomf Tours	€ 773.80
72	21/4/2017	UCSRN Tournament Bus Costs	Triomf Tours	€ 773.80
162	26/6/2017	Summer Week Beer & Food	AH	€ 775.21
163	26/6/2017	Party Committee Summer Gala Drinks + Personnel	Dominicanen	€ 1,110.50
44	22/3/2017	Rent Complex MSP-UCM Break The Wall Party	Complex BV	€ 1,151.01

54	24/3/2017	Donation Charity to Entrevues	Entrevues	€ 1,174.57
117	19/5/2017	UCSRN Tournament Ticket	UCSRN	€ 1,544.00
41	13/3/2017	Committee Boxes	Meermans BV	€ 4,824.51

Extraordinary Income

Any income greater than €250, - is listed here. There are several expenses which belong to the budget of Fall 2016. They are ordered from lowest amount to highest.

Form No:	Date of Income:	Description of Income:	Recipient of Income:	Amount of Income:
18	24/2/2017	Graduation Contribution Luminous	Universalis	€ 300.00
101	19/5/2017	Reimbursement UCSRN Travelling Costs Tournament	Universalis	€ 311.50
65	12/4/2017	Aperture Payment MSP-UCM Party	Universalis	€ 746.71
96	16/5/2017	Pin Transactions January-March	Universalis	€ 1,074.76
119	19/5/2017	Refund UCSRN Contribution Fee	Universalis	€ 1,250.00
97	16/5/2017	Pin Transactions April	Universalis	€ 1,308.00
123	29/5/2017	Cash Deposit 29-5-2017	Universalis	€ 1,483.01
79	8/5/2017	Cash Deposit 8-5-2017	Universalis	€ 1,654.23
40	13/3/2017	Cash Deposit 13-3-2017	Universalis	€ 3,714.70

Semester Report

Budget Allocation

Budget allocation went pretty similarly when compared to Fall 2016. It went smoothly during the Board weekend in February, where most board members agreed to the budget proposed by the treasurer with some additional notes which were taken into consideration. Together, we presented the budget at the GA in September, where several parts of the budget were adjusted by certain motions made by the GA. As before, money was allocated to the committees on an even basis taking into account certain factors such as performance in past semesters as well as the budgetary guidelines in the policy manual.

Because a lot of committees did not use their proposed budgets, we had to hold a second budget GA in Project Period where a lot of the unused budget was re-allocated to different committees and more general equipment to be used by both the Social Board, the AC and most notably Massage (with their new massage mats) as well as FemSoc (with their emergency tampons and pads).

Bank

No bank transitioning needed to be done this semester. However, the new treasurer for Fall 2017 together with the old treasurer arranged for the smooth transitioning of the KvK accounts and responsibilities, which are now given to the President, Secretary and Treasurer (in line with our statutes and the policy manual), meaning that these three are the only holders of legal responsibility in the eyes of Dutch law.

Budget GA

During the budget GA in February, the current president and the current treasurer jointly chaired the General Assembly, and the treasurers of the committees presented their budget separately. This went over well, since questions were asked directly towards the committee treasurers and whenever a question concerned matters of the Social Board, the current treasurer or president answered them to the best of their abilities.

Theft

Regarding the theft, much has been done to update the security of Universalis' money. A new security procedure has entered into force by annexing this to the policy manual of UCMSA Universalis, as well as a new procedure what to do in case of the loss of money/theft. Hence, we hope that in the future Social Boards are better equipped to handle cases of theft as well as being better prepared by having more safe safety standard by giving them more guidelines on how to do so. Even though around €4250,- was lost, we could make up for this because Committees did spend less than they budgeted for which made that we had a surplus which could compensate (part of) the loss suffered. A small amount of money was taken from our savings account.

Beer, Fruit, Merchandise and Fair Friday

As every year, we have carried out beer sales at our events (beers for 50 cents) which has not amounted to a loss in the current semester (however, this still needs to be checked at the end of the semester when the final financial report is drawn up). We updated the price of the fruit sales to 50 cents per piece of fruit, which made the incentive to pay higher and resulted in not having a loss like in the fall semester (where, due to the price of 30 cents per piece, we suffered losses because people did not put the money in the box after they had grabbed a piece of fruit). Moreover, we have sold merchandise as per usual, meaning that the price people pay to us is also the price we pay to the company so it is highly unlikely that in this semester a loss (or a profit) will ensue. Last but not least, Fair Friday has (kind of) started again, by selling on their own account stuff to people in the common room. Universalis does not provide them with any form of funding, so this is done outside of our sphere of influence.

Website

Nothing to note in this section. The website carries on working like before. Together with the Social Executive it has been discussed to look for a new website-builder and host, but it was decided that it will be taken through to the new board.

Digitalisation of the Bookkeeping

During the past year, I have tried several things for the bookkeeping, because I think that the paper version is quite a hassle. I have tried out several bookkeeping programmes (freeware) but they did not work well in conjunction with the bank account that we have (ABN Amro). Hence, it is advisable for future treasurers to look into adopting a new procedure (such as buying accounting software which *can* be linked to the ABN Amro account that we currently have). Moreover, I have switched towards Google Sheets for my day-to-day digital bookkeeping (which is required next to the paper versions) instead of Microsoft Excel, because it is easier to share with both the Independent Body as well as with our Social Executive who puts these documents on the Universalis website.

UCSRN Contribution Fee

In the past semester, the UCSRN GAs have decided that half of the contribution fee for the year 2016-2017 shall be reimbursed because the Academic Committee did not hold any events for the current members of UCSRN. Hence, the fee for next year shall also be €1250,-, because of a more institutional switch within UCSRN, which wants to focus more on lobbying for the UCs in bigger organisations (like the Ministry of Education) and wants to carry out events on a more ‘power to the UCs’-principle, where when UCs want to hold events, they can request funding and promotion from UCSRN and then the UC carries out the event more independently (so instead of a UCSRN-event like Spotlight, a UC like Rotterdam will now carry out this format).

Finances in the Next Semester

In the upcoming semester, some minor issues will need to be sorted out from last semester as they took place after the books had been closed. Firstly, finances with the Graduation Committee will need to be sorted from the graduation party. As there were some issues with ensuring that Universalis and Graduation finances were kept separate and Universalis was not held responsible for the finances of the Graduation Committee, it might be a good option to consider a special account for the Graduation Committee in the future to ensure that the budgets are kept visibly separate. In addition, the expense report must be altered to show the updated expenditure for books as the amount owed to the Dominicanen is larger than originally paid. This will be dealt with by the new treasurer by the next academic year.

Financial Future of Universalis

For the financial future of Universalis, I have envisioned a few things. They include:

- A reconsideration of the UCM-contribution towards Universalis after the Fall 2017 Semester, since we have struggled with spending the money in the Spring Semester, and if the theft had not happened in the Fall Semester, we would have had considerable surplus there as well. However, the new Universalis Social Board shall have to decide on the basis of more recent numbers and less circumstantial numbers whether they want a reduction in the funding of UCM.
- A financially independent AC. What this means is that the AC would need to adopt their own statutes and will have to hold their own GAs. This would then mean that the AC can receive their contribution directly from UCM instead of letting this go through the general Social Board contribution, as well as that the AC can then operate independently with regards to finances, legal responsibility and representation.
- It might be a good idea to follow-up on the approach of other UC's where they do online ticket sales. Especially for expensive tickets, such as for the Gala and the Anti-Racism Workshop, can then be easily sold.

Rick Schumans
Universalis Treasurer 2016-2017