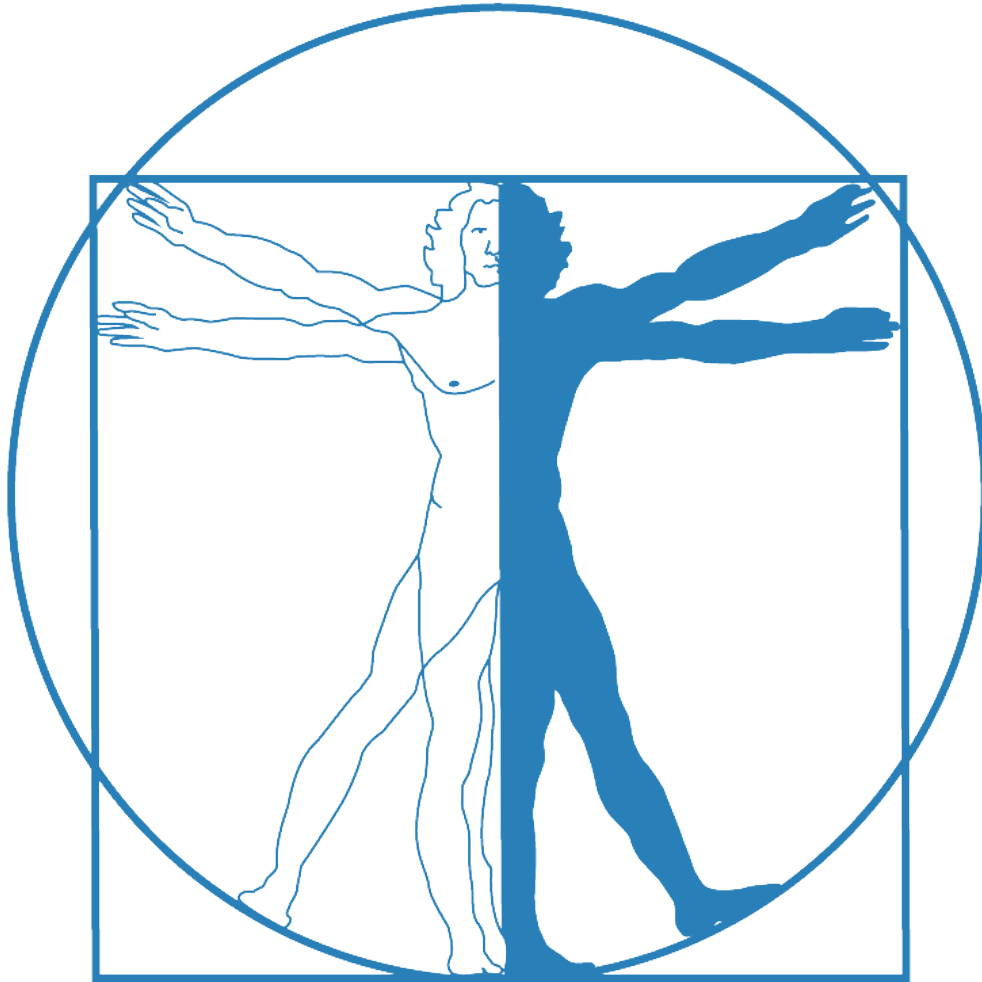


UCMSA Universalis

Financial Report

Spring 2018



By Hannah Grijns, UCMSA Universalis Treasurer

Introduction	2
Total Income & Expenses	2
Overview per Category	2
Extraordinary Expenses	13
Extraordinary Income	14
Semester Report	120

Introduction

The aim of this financial report is to provide a clear overview and evaluation of the finances of the spring 2018 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.

Total Income & Expenses

Total Income:	€ 15.778,00
Total Expenses:	€ 14.434,79
Surplus:	€ 1.343,21

Although the official university income is only an amount of 13.000 euros, in this case there was a large amount of money leftover from the Fall 2017 semester. Thus, the past semester's money was in part spent on larger expenses that will be useful on a longer term, such as music equipment.

Overview per Category

	Income	Budget	Result	Difference
	University Contribution	€ 13.000,00	€ 13.000,00	-
	Total Revenue	€ 13.000,00	13.000,00	

	Expenses	Budget	Result	Difference
Social Board	Board weekend	600	453,85	136,15
	Bonding	300.0	333,25	-33,25
	Website	100	100	0
	Google app	264	264	0
	T-shirts board members	60	60	0
	Board pictures	100	100	0
	Introdays September	500	860	-360
	Notary	400	0	400
	Graduation Contribution	500	500	-
	Bank fees	100	81,25	18,75

	Beginning of Period Drinks (2x)	200	Waiting for invoice - 200?	0?
	Administration & Supplies	300	199,13	100,87
	Promotion	100	0	100
	UCSRN	1000	0 [<i>yearly contribution</i>]	1000
	Summer week 'aperitif'	225	61,86	163,14
	Extra: gin&tonic with staff	-	79,32	-79,32
	Extra: capstone champagne	-	138,03	-138,03
	TOTAL	4.749,00	3.368,83	1.380,17
General	Active Member's Night	1000	Waiting for invoice - 100?	900?
	Soft drinks, tea and snacks	100	150 [part of beer order]	-50
	TOTAL	1.100,00	250	850

FHS	Battle of the Bands	200	63	137
	Break the Ice party	200	-10	210
	TOTAL	400	53	347
UCSRN	Tournament travel costs+shirts	1.500	1.906,54	-406,54
	Other events (GAs, Spotlight...)	600	271,66	328,34
	TOTAL	2.100,00	2.178,20	-78,20
Academic Council	Bonding	125	146,19	21,19
	Tea with the deans	115	38,41	76,59
	Freiburg coming here	184	235,80	51,80
	Freiburg visit transport	125	164,34	-39,34

	Guest lectures	375	106,25	268,75
	Excursion	250	48	202
	UCM Forum	8	7,58	0,42
	Master your future week	82	145	63
	Comments & Cookies	8	13,82	5,82
	UCMx	10	95,50	-85,50
	Discussion Panel	60	-	60
	TOTAL	1.242,00	1.000,89	241,11
Arts & Photo	Drink & Draw snacks	10	0	10
	Supplies	25	8,50	16,50
	TOTAL	35	8,50	26,50

The Bell	Writer's meeting snacks	15	0	15
	Launch party	45	0	45
	Magazine printing	400	440,96	-40,96
	TOTAL	460	440,96	19,04
Charity	Waffle Wednesday	225	192,48	32,52
	Culture night	100	20,81	79,19
	Quiz night	15	16,09	-1,09
	Bake sale	40	17,69	22,31
	Extra: sangria @ open mic	-	59,84	-59,84
	TOTAL	395	306,91	88,09

Choir	Sheet music	15	0	15
	TOTAL	15	0	15
<i>Dance [budget in Fall 2017!]</i>	<i>UCSRN Tournament</i>	-	<i>132,94</i>	<i>-132,94</i>
	TOTAL	-	132,94	-132,94
EXCO	General snack budget	70	18,37	51,63
	Trip to Ghent	340	291,97	48,03
	Emergency bike kit	50	0	50
	Belated easter egg hunt	30	0	30
	AUC trip	140	0	140
	First-aid kits	50	48,50	1,50
	Camping trip/ summer solstice	100	15,95	84,05

	Extra event: ‘Last supper’	-	78,50	-78,50
	TOTAL	780	453,29	326,71
FemSoc	Potluck	66	36,33	29,67
	Documentary screening	15	0	15
	TED talk screening	15	0	15
	Analyzing Disney movie	5	0	5
	Feminism week	81	14,40	66,60
	Extra: Ocean’s 8 movie visit	-	44	-44
	TOTAL	172	94,73	77,27
Film	Wrap party	30	0	30
	Cinematheque	30	8,30	21,70

	Props + camera equipment	270	38,67	231,33
	Extra: beers @ Brandweer	-	24,30	-24,30
	Extra: subsidized tickets Avengers	-	64	-64
	TOTAL	330	135,27	194,73
GECCO	Movie screenings	40	5	35
	Cocoa co-lab with meditation	25	-	25
	DIY cosmetics workshop	50	30,74	19,26
	Gardening workshop	40	-	40
	Sustainability lecture	20	9,79	10,21
	TOTAL	175	45,53	129,47
Ludens	Video/boardgame night	80	18,99	61,01

	RPG night	10	7,85	2,15
	Server	25	10,02	14,98
	TOTAL	115	36,86	78,14
Meditation	Cushions	80	74,85	5,15
	Kettle	15	12,99	2,01
	Tea and cookies	54	7,81	46,19
	TOTAL	149	95,65	53,35
Music	Open mic	40	-	40
	Karaoke night	20	-	20
	Music equipment	615	619,17	-4,17
	Extra: more music equipment	-	617,50	-617,50

	TOTAL	675	1.236,67	-561,67
Musical	Infoevening	7	0	7
	Performance	205	130,67	74,33
	TOTAL	212	130,67	81,33
Party	'UCM goes wild'	375	-	375
	Summer gala	580	2126,90	-1546,90
	Cocktail party	100	0	100
	TOTAL	1055	2126,90	-1071,90
Poetry	Biweekly poetry nights	180	41,82	138,18
	Poetry extravaganza	56	24,13	31,87

	Poetry booklet launch party	108	76,71 + snacks - 20?	11,29?
	TOTAL	344	162,66	181,34
Spiritual Enlightenment	Sangria workshop	10	-3,19	13,19
	Cantus	400	-177,33	577,33
	Wine tasting	124	183,82	-59,82
	Cocktail party	300	263,76	36,24
	TOTAL	834	267,06	566.947
Sports	Laser Tag	5	-35	30
	Archery tag	140	143	-3
	Equipment UCSRN tournament	65	28,98	36,02
	‘Summer splash’	15	-	15

	TOTAL	225	136,98	88,02
Theater	Improv night	10	0	10
	'a 10/2 play'	106	0	106
	Psychosis	100	35,95	64,05
	TOTAL	216	35,85	180,05
Emergency budget	Well-being committee	<i>Compliment jar</i>	6,25	-6,25
	PINE	<i>Name cards conference</i>	20,87	-20,87
	PINE	<i>Snacks conference</i>	38,74	-38,74
	EXCO-GECCO-FemSoc collab	<i>Guest lecture travel costs</i>	40,46	-40,46
	Graduation party damage		210,54	-210,54
	Invoice The Bell fall 2017		192,92	-192,92

	Musical committee fall 2017	<i>Payment song</i>	7,92	-7,92
	Invoices fruit money fall 2017		638,64	-638,64
	Graduation party venue fall 2017	<i>Reimbursement to Elly Dreyfus</i>	580	-580
	TOTAL		1.736,34	-1.736,34
	Accumulated Total	15.778,00	14.434,79	1.343,21

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, such as party tickets. There are several expenses which belong to the budget of Fall 2017 (the ones in *italics*), but I still included them in this report because it is still important to document them. The expenses are ordered from lowest to highest amount.

Form No:	Date of Expense:	Description of Expense:	Recipient of Expense:	Amount of Expense:
-	3/7/2018	Archery Tag equipment rent	Jonas Spengler	€ 253
-	29/6/2018	Cocktail party liquor	Samtag Prakke	€ 263,76

29	16/4/2018	Cave Tour Freiburg Exchange	Maastricht for Groups & Events	€ 270
13	8/3/2018	Printing costs The Bell	Goud PrintCenter	€ 272,42
23	23/3/2018	Beer order (March)	Albert Heijn	€ 334,89
-	28/6/2018	Beer order (June)	Juliette van de Brule	€ 341,89
11	2/3/2018	Beer order (Feb/March)	Albert Heijn	€ 359,35
42	14/5/2018	Beer order (May)	Albert Heijn	€ 364,16
35	26/4/2018	Train tickets tournament	NS	€ 376,50
45	29/5/2018	Beer order incasso (April)	Albert Heijn	€ 381,51
38	4/5/2018	Battle of the Studies	Kaleido	€ 423
26	16/4/2018	Merchandise February	We Produce BV	€ 458,77
-	2/2/2018	<i>Graduation party venue reimbursement</i>	<i>Elly Dreyfus</i>	<i>€ 580,00</i>

52	13/6/2018	Ordering music equipment (2 nd time)	Thomann GmbH	€ 617,50
-	11/3/2018	Ordering music equipment	Thomann GmbH	€ 619,17
-	9/2/2018	<i>Fruit order unpaid invoices fall 2017</i>	<i>Fruitful Office</i>	€ 638,64
50	22/6/2018	Summer Gala DJ	EXODA (Belgie)	€ 742,99
34	14/5/2018	Bus UCSRN tournament	Alldrive	€ 815,00
48	3/7/2018	Cantus location + beer	Sv KoKo	€ 830,45
32	25/4/2018	Shirts UCSRN tournament	Got Shirts Maastricht	€ 859,29
33	26/4/2018	110 tickets UCSRN Tournament	EUCSA	€ 1375,00
15	14/3/2018	Break the Ice UCM-MSP party	Complex BV	€ 1416,31
39	9/5/2018	<i>Donation Charity Committee [Fall 2017]</i>	<i>Steyler Bank St. Augustin</i>	€ 1974,62

49	22/6/2018	Summer gala	Onder de Brug (Belgie)	€ 2182,48
----	-----------	-------------	---------------------------	-----------

Extraordinary Income

Any income greater than €250, - is listed here. Again, there is a amount that belongs to the Fall 2017 budget (in *italics*). This is due to the issues that were encountered regarding the pin machine from Dominicanen (they failed to communicate with us about the transactions). The amounts are ordered from lowest amount to highest.

Form No:	Date of Income:	Description of Income:	Source of Income:	Amount of Income:
-	18/4/2018	Exchange pick-ups Spring 2018	Universiteit Maastricht IRO	€ 300
-	23/3/2018	MSP income Break the Ice party	Studievereniging Aperture	€ 415,86
-	7/5/2018	MSP charity committee Fall 2017	Studievereniging Aperture	€ 440,88
18	14/3/2018	Cash deposit	ABN Amro	€ 888,19
24	11/4/2018	Cash deposit	ABN Amro	€ 1081,59
-	<i>9/7/2018</i>	<i>Pin transactions November 2017</i>	<i>Boekhandel Dominicanen</i>	<i>€ 1122,50</i>
5	7/2/2018	Cash deposit	ABN Amro	€ 1132,30

47	19/6/2018	Cash deposit	ABN Amro	€ 1749,41
-	9/7/2018	Pin transactions full spring semester	Boekhandel Dominicanen	€ 3541,84

Semester Report

Budget Allocation

Budget allocation for this semester was similar to that of spring semester 2017. Main differences were due to a number of new committees. For instance, Excursion Committee (EXCO; spent around €500) and Film Committee (spent around €100) were new additions to the semester plan this academic year. Specifically this spring semester, Well-Being Committee and Circus were approved, although both hardly used Universalis budget. Additionally, PINE recently got accepted as Universalis committee, which will have repercussions in the coming semester budget plans. A few committees that did exist in last year's semester plan have become more active and have started spending more: Feminism Society (FemSoc), Music Committee, Musical Committee, Film Committee and Spiritual Enlightenment. Each committee's semester plan was revised during the board weekend and the respective budgets passed during the GA, in accordance with some changes deemed necessary by the board members.

A lot of committees did not use their full allocated budget. This resulted in leftover budget close to the end of the semester. Usually this would have been publicized and discussed during the last (election) GA to reallocate some of this budget, however, due to miscommunication within the board, this was not done this semester. Nonetheless, some extra budget was allocated upon request, most notably to Music Committee for necessary new equipment and to Spiritual Enlightenment for extra costs with some events. Also, some amount of the emergency budget was spent on champagne for the capstone hand-in and on gin & tonic for an end-of-year event with the staff in the courtyard, costs that were previously covered by staff without interference of Universalis. A final important point is that some committees drastically went over budget because of unexpected factors. One such case of overspending was the summer gala, which resulted in a major loss because of a combination of late advertising and bad communication. This highlights the importance of early advertising for large events, as well as potential help from the social board if necessary. Another event that required extra money was the graduation party, where €200 had to be paid extra due to damages to the venue (Tragos). Last but not least, more than €800 had to be spent on t-shirts for the tournament because of the lack of sponsors and a misunderstanding with the company.

Bank

No bank transitioning needed to be done going into this semester. However, because of new legislation within ABN Amro the new treasurer for Fall 2018 has to be officially registered as card holder. The new treasurer together with the old treasurer also arranged for the smooth transitioning of the KvK account 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. A point that came up repeatedly was the difference in bonding money between the Social Board and the Academic Council, which means this will probably be adjusted in the Policy Manual the coming GA.

Beer and Fruit Sales

As every year, we have carried out beer sales at our events (beers for 50 cents). As described in last semester's financial report, this leads to a structural loss of about €5 per crate. It is argued that this loss on our behalf should nonetheless be pursued, because it benefits the community of UCM. Still, this loss should be included in next semester's budget plan, something that is not done currently. Regarding fruit money, we have lowered the number of fruit baskets per week from 4 to 3 because of an excess in fruit. Although with the fruit price of 50 cents the costs are in theory fully covered for, in practice there is a small loss because of people failing to pay. This is an issue that should be looked into more in detail the coming semester.

Digitalisation of the Bookkeeping

Although I did not personally focus on this point during my time in the board, past treasurers have looked into ways to digitalize the bookkeeping process. Although a lot of bookkeeping programs are not compatible with our current bank system (ABN Amro), future treasurers could look into other ways to digitalize the reimbursement and internal payment forms. However, I do believe some kind of physical version of these forms should be kept, as actual receipts are also physical (and in that form less easy to falsify).

Furthermore, it is essential that future treasurers keep using Excel on Google Drive over the Microsoft Excel program for day-to-day bookkeeping (which is required next to the paper versions), 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.

Pin Machine

The past semester, we again used a pin machine from the Dominicanen bookstore. More and more committees have started using the pin as payment option for their events, which I see as a positive development. However, there was a major issue with the pin this semester. There were some internal changes within the staff of Dominicanen (as I found out later), which led to a complete lack of communication for a couple of months from their side. This resulted in money that had been paid with the pin machine not being transferred back to the Universalis account on a monthly basis - as it had been the previous semesters. This in turn led to unclarity regarding the exact amount of money made during large events. In essence, this was both my personal mistake (for not checking for transferred money from Dominicanen sooner) as well as that of Dominicanen. Now, there we have a new contactperson, with which I have had a few meetings together with the new treasurer to ensure a smoother transitioning than last semester. However, it might be an idea to look at other options for a pin machine, independent of Dominicanen.

UCSRN Contribution Fee

As stated in the last semester plan, the annual contribution fee to UCSRN was lowered to €1000. As UCSRN works on a yearly rather than half-yearly basis, I was not personally involved with the budget plan at the beginning of the academic year. As discussed by the last Universalis treasurer, UCSRN adhered a more bottom-up approach by having individual University Colleges organize events independently with only UCSRN funding. However, this proved very chaotic and non-transparent at several events (Spotlight and the tournament), thus I encourage our next to advocate for more top-down interference from the UCSRN boards. Another point regarding UCSRN refers to travel cost reimbursements. Because we are one of the farthest away UCs, we often end up paying higher travel costs than other UCs (e.g. when traveling to UCSRN GAs with a group that is too small for a group ticket). So, I believe that reimbursements for this should be assessed more flexibly and on an individual basis rather than according to the general rule currently in place. On a last note, I personally had quite some trouble communicating with the UCSRN treasurer and receiving reimbursements at all, so I hope this will go more smoothly next semester.

Finances in the Next Semester

In the upcoming semester, some minor issues from this semester will need to be sorted out and documented properly as they took place after the books had been closed. Contact with Cafe Forum will have to be established to ask about the invoice from Beginning of Period Drinks in February, an issue that has been ongoing since then due to bad communication from their side. Next, the final costs of the summer gala need to be sorted out with the venue (the Belgian Onder de Brug), as there was some trouble in communication as well. In addition, the expense report must be altered to show the updated expenditure for books as there are some amounts to be paid during summer week, amongst others, that will be made after the closure of the books. Finally, once the amount from pin transactions has been received by Dominicanen, the actual budget surplus will have to be checked and possibly revised. 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.

Hannah Grijns,
Universalis Treasurer Spring 2018