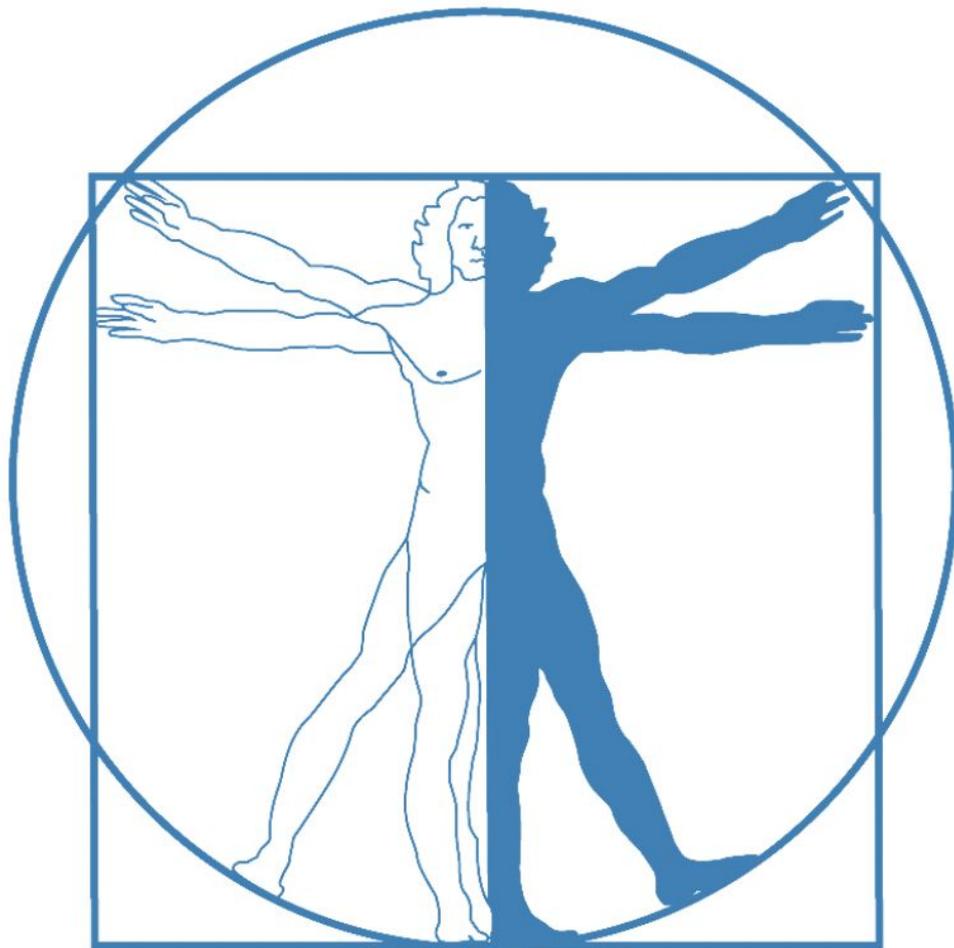


# UCMSA Universalis

## Financial Report

Spring 2019



By Laura Robinson, UCMSA Universalis Treasurer

## **Index**

<b>Introduction</b>	<b>2</b>
<b>Total Budget</b>	<b>2</b>
<b>Total Income and Expenses</b>	<b>2</b>
<b>Layover Income and Expenses from Fall 2018</b>	<b>3</b>
<b>Overview per Committee</b>	<b>3</b>
Universalis	3
UCSRN	4
Academic Council	5
Party	5
Theatre	5
Music	5
PINE	6
Wellbeing	6
Book Club	6
Film	6
Arts and Photos	7
Charity	7
The Bell	7
Ludens	7
Poetry	8
Sports	8
Hypatia	8
EXCO	9
Musical	9
Spiritual Enlightenment	9
GECCO	10
Meditation	10
Dance	10
EDUSOC	10
ENBY	11
<b>Contingency Break-down</b>	<b>11</b>
<b>Charity Donation Break-down</b>	<b>12</b>
<b>Semester Report</b>	<b>12</b>
Expected Layover	12
General Review	13
Other documents	14

## Introduction

The aim of this financial report is to provide a clear overview and evaluation of the finances of the spring 2019 semester, from **11th February until 31st July 2019**. 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 a reference to improve financial matters within the association and to maintain a clear overview and understanding of the financial processes of UCMSA Universalis. **Please note that all the values given are in euros.**

## Total Budget

Total income from UCM	€13 000
Total Budgeted (during both GAs)	€17 856. 70
Total Spent	€12 990.63

## Total Income and Expenses

Total Income	€29 575. 42
Total Expenses	€22 927. 30
Difference	€6 648. 12

**Layover Income and Expenses from Fall 2018**

<b>Committee</b>	<b>Description</b>	<b>Income</b>	<b>Expenses</b>
Universalis	Graduation Party Venue	-	550
Universalis	End of Period Drinks	-	100
<b>TOTALS:</b>		<b>0</b>	<b>650</b>

**Overview per Committee**

<b>Committee</b>	<b>Description</b>	<b>Amount Budgeted</b>	<b>Amount Spent</b>	<b>Difference (left over)</b>
<b>Universalis</b>	Board Weekend	65	65.84	-0.84
	Bonding	150	150.25	-0.25
	January 2019 Intro Days	750	629.3	120.7
	Website	264	88	176
	Board & Committee Photos	150	150	0
	T-shirts	190	191.48	-1.48
	Notary	400	0	400
	Graduation	1500	1500	0

	ABN Amro fees	81	69.25	11.75
	Beginning of Period Drinks	270	216.7	53.3
	Administration and supplies	300	211.47	88.53
	Fruit Baskets	350	472.74	-122.74
	Beer, drinks & snacks	1100	1179.95	-79.95
	Contingency money	1300	509.96	790.04
	New Gavel	30	20.76	9.24
	Cleanup the Courtyard	20	0	20
	<b>TOTALS:</b>	<b>6920</b>	<b>5455.70</b>	<b>1464.30</b>
<b>UCSRN</b>				
	Semester Contribution	500	500	0
	GAs and Spotlight	250	161.73	88.27
	Tournament travel and t-shirts	2000	1839.63	160.37
	<b>TOTALS:</b>	<b>2750</b>	<b>2501.36</b>	<b>248.64</b>
<b>Academic Council</b>				
	Bonding	110	24.33	85.67
	Snacks for events	55	62.03	-7.03
	Gifts for guest speakers	120	179.38	-59.38
	Freiburg visits	140	0	140

	Visit to Freiburg	180	318.05	-138.05
	Speaker reimbursement	150	52.34	97.66
	<b>TOTALS:</b>	<b>755</b>	<b>636.13</b>	<b>118.87</b>
<b>Party</b>				
	Neon Party	500	538.05	-38.05
	Cocktail Party	600	-187.63	787.63
	<b>TOTALS:</b>	<b>1100</b>	<b>350.42</b>	<b>749.58</b>
<b>Theatre</b>				
	Improv Night Snacks	20	0	20
	Performance Props and Costumes	200	103.16	96.84
	<b>TOTALS:</b>	<b>220</b>	<b>103.16</b>	<b>116.84</b>
<b>Music</b>				
	Equipment	1576.70	1573.50	3.20
	<b>TOTALS:</b>	<b>1576.70</b>	<b>1573.50</b>	<b>3.20</b>
<b>PINE</b>				
	Snacks and Lecture gifts	95	35	60
	Conference Stickers	30	0	30

	Website	25	69.38	-44.38
	Facebook Adverts	15	0	15
	<b>TOTALS:</b>	<b>165</b>	<b>104.38</b>	<b>60.62</b>
<b>Wellbeing</b>				
	Tea	10	0	10
	Crafts Table	10	0	10
	Cat Café Visit	20	13.60	6.40
	<b>TOTALS:</b>	<b>40</b>	<b>13.60</b>	<b>26.40</b>
<b>Book Club</b>				
	Books and audiobooks	75	53.85	21.15
	Meeting Snacks	15	5.41	9.59
	Speed-dating snacks	10	4.99	5.01
	Hard drive	10	0	10
	<b>TOTALS:</b>	<b>110</b>	<b>64.25</b>	<b>45.75</b>
<b>Film</b>				
	Production Props	75	47.49	27.51
	Lumiere tickets	35	0	35
	Screening Snacks	70	19.25	50.75
	<b>TOTALS:</b>	<b>180</b>	<b>66.74</b>	<b>113.26</b>

<b>Arts and Photos</b>	Snacks and supplies	200	137.53	62.47
	<b>TOTALS:</b>	<b>200</b>	<b>137.53</b>	<b>62.47</b>
<b>Charity</b>	Waffle Wednesdays	240	181.82	58.18
	Culture Night	60	59.44	0.56
	Quiz Nights	30	0	30
	Bake Sales	40	33.38	6.62
	<b>TOTALS:</b>	<b>370</b>	<b>274.64</b>	<b>95.36</b>
<b>The Bell</b>	Snacks	20	0	20
	Printing	300	-250	550
	<b>TOTALS:</b>	<b>320</b>	<b>-250</b>	<b>570</b>
<b>Ludens</b>	Games Nights' Snacks	80	47.59	32.41
	<b>TOTALS:</b>	<b>80</b>	<b>47.59</b>	<b>32.41</b>
<b>Poetry</b>	Poetry Evenings	60	17.13	42.87
	Extravaganza Nights	25	0	25

	Booklet Printing	140	86.88	53.12
	Booklet presentation snacks	25	0	25
	<b>TOTALS:</b>	<b>250</b>	<b>104.01</b>	<b>145.99</b>
<b>Sports</b>				
	Laser Tag	10	-27	37
	Football Gloves	30	14.99	15.01
	Climbing	160	160	0
	<b>TOTALS:</b>		<b>147.99</b>	<b>52.01</b>
<b>Hypatia</b>				
	Consent Matters Workshop	10	0	10
	Banner Workshops	50	0	50
	Femininity Panel Discussion	28	0	28
	Tampons and pads	130	0	130
	<b>TOTALS:</b>	<b>218</b>	<b>0</b>	<b>218</b>
<b>EXCO</b>				
	Amsterdam Fleamarket Trip	200	240	-40
	Den Bosch Trip	10	0	10
	Bruges Trip	200	238	-38

	National Park Trip	15	0	15
	Canoe Trip	90	0	90
	<b>TOTALS:</b>	<b>515</b>	<b>478</b>	<b>37</b>
<b>Musical</b>				
	Auditions tea	3	0	3
	Info Evening	6	4.11	1.89
	Performance costs	160	60.62	99.38
	<b>TOTALS:</b>	<b>169</b>	<b>64.73</b>	<b>104.27</b>
<b>Spiritual Enlightenment</b>				
	Gluhwein Workshop	60	66.35	-6.35
	Capstone Champagne	200	148.5	51.5
	Cantus: venue ticket sales	450	1050.70 -662	61.3
	Wine Tasting	180	173.36	6.64
	<b>TOTALS:</b>	<b>890</b>	<b>776.91</b>	<b>113.09</b>
<b>GECCO</b>				
	Guest lecture	10	0	10
	Cosmetics Workshop	98	78.11	29.89
	Planting Workshop	20	24.74	-4.74
	Movie Screening Snacks	40	0	40

	Easter egg hunt	40	19.95	20.05
	<b>TOTALS:</b>	<b>208</b>	<b>122.80</b>	<b>85.20</b>
<b>Meditation</b>	Tea and cookies	15	0	15
	Yoga instructor	100	90	10
	<b>TOTALS:</b>	<b>115</b>	<b>90</b>	<b>25</b>
<b>Dance</b>	Costumes	70	0	70
	<b>TOTALS:</b>	<b>70</b>	<b>0</b>	<b>70</b>
<b>EDUSOC</b>	Movie Screening Snacks	20	0	20
	Fleamarket	20	0	20
	Cycling Dinner	20	0	20
	Amsterdam Museum Trip	95	95	0
	Workshop	40	0	40
	<b>TOTALS:</b>	<b>195</b>	<b>95</b>	<b>100</b>

<b>ENBY</b>	V-Day	10	7.93	2.07
	Guest lecture	10	8.36	1.64
	Cinema Trips	50	0	50
	Book meeting	20	0	20
	Amsterdam Film Festival Trip	150	15.9	134.10
	<b>TOTALS:</b>	<b>240</b>	<b>32.19</b>	<b>207.81</b>

### Contingency Break-down

<b>Committee</b>	<b>Description</b>	<b>Amount</b>
Universalis	Merchandise	17.06
Universalis	Exchange Student Pickups	210
Universalis	Memorial Service Donation	50.35
Arts and Photos	Bank Fees	46.39
Traffic Light Party	MSP loss	41.83
Photoshop	Subscription	144.33
	<b>TOTAL:</b>	<b>509.96</b>

## Charity Donation Break-down

<b>Committee</b>	<b>Description</b>	<b>Amount</b>
Charity	Collection	669.17
Universalis	Fruit Money	280.82
	<b>TOTAL:</b>	<b>949.99</b>

## Semester Report

### *Expected Layover*

I do expect some final spending of this semester's budget to occur during the Fall 2019 semester:

- Charity donation
- Cantus confirmation: because the Cantus was held on the last official day of the semester, the total amount spent has not yet been confirmed. In the report above, I have included the amounts recorded before the end of the semester. It is possible that we made or lost more money than is shown above.

Furthermore, Active Members Night, which has a budget from Fall 2018, happened this semester but we have yet to receive the invoice. Thus, I expect this expense will need to be paid during the Fall 2019 semester.

## *General Review*

Overall, this semester went quite smoothly, especially in comparison to the last semester. Most time was spent on weekly activities such as creating money boxes and updating the books. The final budget allocation for this semester was quite similar to previous semesters and thankfully no large unexpected expenses arose. Musical was revived; however Hypatia went dormant. Most committees also did not use their full allocated budgets and very few events exceeded their budget. The only excess worth mentioning is the AC's trip to Freiburg, where € 318.05 was spent on transport for five people. Although we have the general guideline that there is a maximum of €15 per person per day, the high expense was because of many people cancelling last minute, making it unsafe for individuals to hitchhike alone, and the AC members insisted those who ended up going should be reimbursed fully. A change from last semester was that the board decided to buy and supply most committees with snacks and cooldrinks. This was a lot easier for committees, and it also helped control snacks budgets. Party committee also continued to use online payments and this was very easy and successful.

The original amount requested by all committees in their semester plans was over €21000. During board weekend, the board found it very difficult to cut too many budget items and decided to leave some of the decisions to the GA. Thankfully, the GA managed to reduce the total amount budgeted for the semester to around €17000, which was still very high, but much better than before. Given this amount, I was very wary of big expenses throughout the semester and kept a constant eye on the total expenditure. Thankfully, as expected, many committees did not spend all of their budget and there was approximately € 3400 surplus that was reallocated during the Election GA.

A huge success this semester was that Ruben (President) and I finally became the owners of the bank account, which meant we received authority over its workings and new bank cards. All other cards were destroyed. The process of handing over the bank account now to the new board president and treasurer should be fairly easy.

I also visited ABN Amro in February and the bank confirmed that our account no longer had any credit cards attached to it. However, €44 a month was still being debited from our bank account. I was not able to find out where this money was going to because I did not have any login details and the helpline would not give me any information, so I decided in the end to block the payments. Subsequently, we received notification from the Google Drive that payment had stopped and our accounts were going to be blocked. Ruben had already begun the process of moving all Google Drive documents into another storage; thus, the board decided not to renew the payments (now that we knew where they were going).

Our relationship with Dominicanen has been very difficult to maintain due to the very delayed replies to our emails. Oscar (Acquisitions) and I had a meeting with Ton, the manager, in January this year and, to our frustration, he only came back to us in June. Emails, phone calls and visits did not help speed up the process. Thankfully now the communication line is open again and the new board can take over with the negotiation of a relationship/ contract. Regarding the pin machine, payments were still going to Dominicanen and the bookstore was

not transferring the money into our account monthly, as they had previously agreed. I decided to wait for the end of the semester, returned the pin machine, and requested that all the money received between 12 November 2018 and 1 July 2019 would be transferred in one lump sum. This was done very quickly and we received €6710,06 on 3 July 2019. We have agreed that Universalis will no longer use Dominicanen's pin machine. The new treasurer will continue the search for a new one.

Cafe Forum's communication was also not always very timely. I sent a new contract to them last semester and chased them for months, but they never got around to signing it, nor did they communicate whether or not they had decided not to sign it. Invoices were also not very prompt. However, Cafe Forum did transfer The Bell's sponsorship of €250. After much discussion, the board decided to look for a new place to host the Beginning of Period Drinks events and to leave Cafe Forum at the end of this semester.

I am very excited for the new elected treasurer, Elena, who will be taking over as treasurer given that I have now finished a year in the position. I wish her all the best.

### *Other documents*

Please review the Cash Flow Spring 2019, Budget Allocation and Realization documents and the Spring 2019 physical file with internal payment and reimbursement forms for more details if necessary.

Laura Robinson  
*Universalis Treasurer Spring 2019*