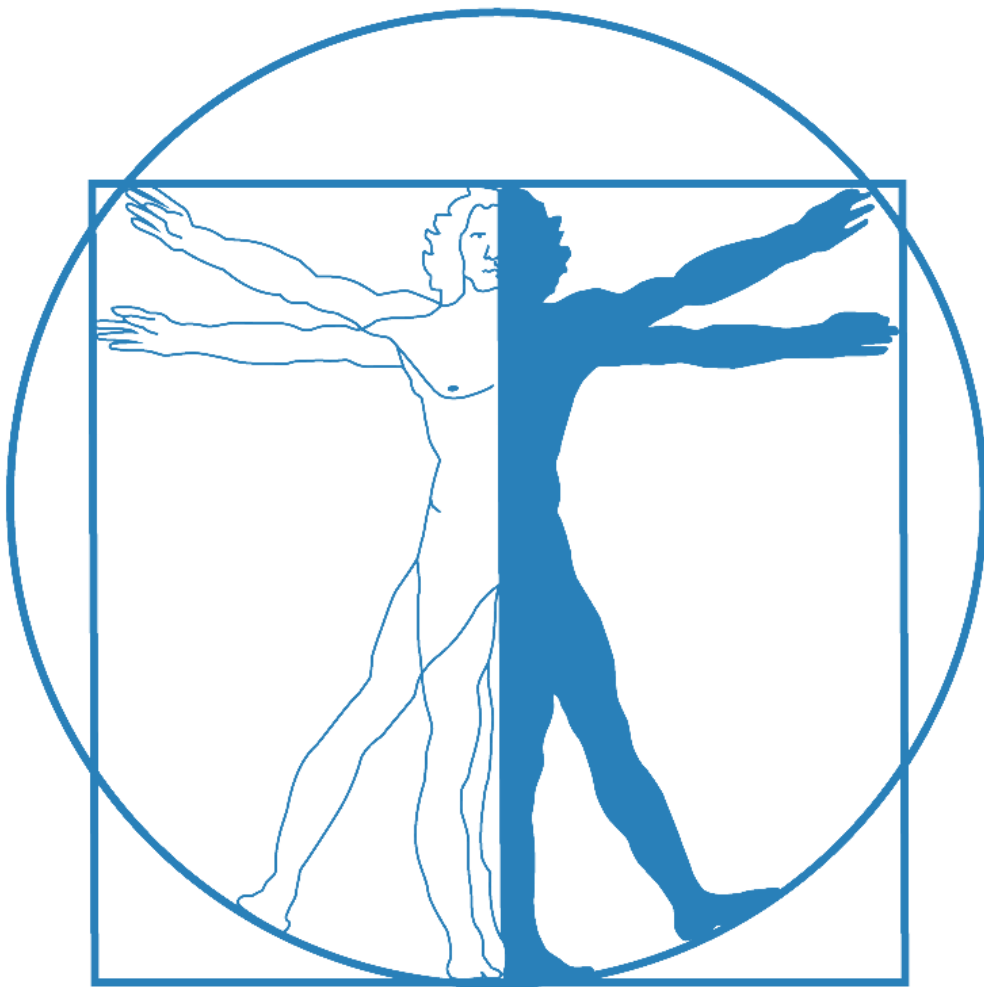


UCMSA Universalis

Financial Report

Fall 2014



Maastricht, February 5th, 2015

The aim of this financial report is to provide a clear overview and evaluation of the financial aspect of the board's activities and expenses of the past semester. Clarity about and if applicable elaboration on UCMSA Universalis' expenses is not only necessary to support the Independent Body in its tasks of reviewing Universalis' financial books. Clarity of its expenses is necessary to provide all members of UCMSA Universalis with insights of the association's financial state when inquired. Furthermore, 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.

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Overview of realisation per category 5-2-2014

The following shows the income and expenditure that was budgeted for this semester. Therefore it does not include the expenditures made in the beginning of the books which still were part of last year's budget. There are still some expenditures that apply to this budget but which will be booked in Spring 2015.

Discretionary Expenses	Allocated	Spent	Income	Surplus
T-shirts	€ 120,00	€ 136,44	€ 0,00	-€ 16,44
Budget Weekend	€ 300,00	€ 383,87	€ 84,00	€ 0,13
Website	€ 93,37	€ 64,74	€ 0,00	€ 28,63
Google Apps	€ 168,00	€ 220,50	€ 0,00	-€ 52,50
Introdays February	€ 300,00	€ 300,00	€ 0,00	€ 0,00
Administration and supplies	€ 400,00	€ 185,38	€ 0,00	€ 214,62
UCSRN	€ 2.500,00	€ 500,00	€ 69,00	€ 2.069,00
Drinks (beginning of period & midterm recovery)	€ 400,00	€ 300,00	€ 0,00	€ 100,00
Bank Fees	€ 100,00	€ 109,08	€ 0,00	-€ 9,08
Graduation	€ 500,00	€ 0,00	€ 0,00	€ 500,00
Christmas week	€ 500,00	€ 649,81	€ 280,00	€ 130,19
Promotion	€ 100,00	€ 85,19	€ 0,00	€ 14,81
Academic Council expenses	€ 650,00	€ 351,08	€ 0,00	€ 298,92
General events	€ 1.030,00	€ 324,21	€ 0,00	€ 705,79
Committees	€ 4.755,44	€ 4.298,75	€ 3.834,61	€ 4.291,30
Unexpected	€ 1.083,19	€ 1.335,94	€ 227,45	-€ 25,30
Total	€ 13.000,00	€ 9.244,99	€ 4.495,06	€ 8.250,07

Overview of realisation per committee 5-2-2014

The following shows the income and expenditure of committees that was budgeted for this semester. Therefore it does not include the expenditures made in the beginning of the books which still were part of last year's budget. There are still some expenditures that apply to this budget but which will be booked in Spring 2015.

Committee Expenses	Allocated	Spent	Income	Surplus
Arts	€ 216,00	€ 183,67	€ 0,00	€ 32,33
Book Club	€ 30,00	€ 0,00	€ 0,00	€ 30,00
Charity	€ 384,00	€ 265,44	€ 1.189,61	€ 1.308,17
Dance	€ 0,00	€ 0,00	€ 0,00	€ 0,00
EXCO	€ 1.225,00	€ 1.519,19	€ 1.625	€ 1.330,81
Feminism	€ 30,00	€ 24,80	€ 0,00	€ 5,20
Gastronomy	€ 325,00	€ 502,04	€ 260,00	€ 82,96
GECCO	€ 124,50	€ 108,47	€ 0,00	€ 16,03
Magazine	€ 424,00	€ 364,38	€ 0,00	€ 59,62
Music	€ 516,94	€ 344,07	€ 0,00	€ 172,87
Party	€ 0,00	€ 773,37	€ 760,00	€ -13,37
Politics	€ 30,00	€ 0,00	€ 0,00	€ 30,00
Sports	€ 970,00	€ 136,87	€ 0,00	€ 833,13
Theatre	€ 330,00	€ 76,45	€ 0,00	€ 253,55
Yearbook	€ 150,00	€ 0,00	€ 0,00	€ 150,00
Total	€ 4.755,44	€ 4.298,75	€ 3.834,61	€ 4.291,30

Other Income and Expenditure

Description	Income	Expenditure	Surplus
Beer bought and sold for several events. Sometimes we gave beer for free (eg. GA, Mentor & Mentees drink)	€311,98	€335,17	-€23,19
Fair Friday & Sustainable Study Material Sale	€252,84	€678,76	-€426,92
Sweaters Sold (we started selling them for slightly less money as there is the new merchandise line)	€455,00	€0,00	€455,00
Atrocity Triangle Books Sold	€350,00	€0,00	€350,00
Second Hand Book Sale (couldn't be reimbursed/sold by universalis)	€100,00	€0,00	€100,00

Extraordinary expenses

Any expense greater than € 250 ,- is listed here. Note that many of these expenses were (partially) covered by ticket sales or other income.

EXPENSE	DESCRIPTION	FORM NO	AMOUNT
The Bell	Printing Issue #5 There was 80 euro income though from John Mullins which was booked in Spring 2014	18	€ 273.46
Graduation Party	Payment for Venue Was covered by contribution Lumnious (€500) and Universalis (€500)	28	€911.01
Charity Gala	Payment for Venue Was covered by ticket sales (booked in spring 2014) and the budget that was set for the event	34	€988.11
Donation APU Girls on the Move	Donation based on the money Charity Committee generated during spring 2014	35	€1560.01
Introdays August 2014	Part of the groceries for the BBQ, costs were covered by ticket sales €605,- (see form 46)	81	€485.24

Sustainable Study Material Sale	Stock up of sustainable study materials, should break even with income	87	€375.30
Credit Card Payment	Consisted of Google Apps (€28,-) Sports Committee equipment (€50,42) and Music Committee equipment (€287,92) all were budgeted for.	99	€366.34
New Merchandise Samples	WeProduce made samples for the new merchandise line which is available online. Since it is online we wanted to have the actual products as well so people can try them before they order.	111	€418.38
UCSRN Spotlight	Bus to Utrecht to attend UCSRN Spotlight Is accounted for in the UCSRN Budget	138	€500.-
Wine Tasting	Wines bought for Gastronomy's wine tasting. Partially covered by ticket sales (€155)	148	€272.90
The Bell	Printing Issue #1 50 extra copies were printed in the hope to attract the new freshman. No income from advertising since we had no contract with John Mullins anymore and were still discussing the contract with Café Forum	150	€348.48
Christmas Soiree	Food for the Christmas Soiree. Partially covered by income tickets (€280.-)	169	€424.-
Trip to Christmas market Aachen	Bustickets and Gluhwein Christmas market Partially covered by ticket sales (€125)	176	€325.-
Order Merchandise Kelly	Merchandise order by Kelly will be reimbursed once delivered, see books spring 2015	202	€939.50
Blind City Trip plane tickets	Airplane tickets for 10 participants, In total 30 are going but the payment for their tickets can be found in the books of Spring 2015. Universalis fund €25.- pp. Participants have paid a down payment of €50.- so far.	203	€839.80

Blind City Trip down payment Hostel	Down payment for Hostel, the rest of the payment can be found in the books of Spring 2015	207	€350.40
Introdays January 2015	Pizza for new students. No tickets were sold as we used the exact budget.	213	€300.-
Active Members Night	Dinner at Donatello's for all active members during Fall 2014. Was budgeted for €1000.00 but only 30 active members were there.	Spring 2015	€301.40

Semester report

BUDGET ALLOCATION

The budget for this semester was allocated according to the semester plans the committees handed in and the expenses the board had over the last few semesters. All semester plans were reviewed critically by the board during the board weekend to make sure the allocation the committees suggested were actually appropriate.

Unfortunately committees have not been that active over the last semester and many things they planned for in their semester plans have not been executed accordingly. We are therefore left with quite a bit of money that was not spent. The sum that is presented in the beginning of this report is slightly off though as there will still be some payments made based on this budget, however, since big things like the ski trip and active members night, are not happening/are costing us a lot less money than budgeted for, some of this money will be included in next semester's budget.

The budget for the UCSRN was quite unclear to me in the beginning, but what was planned in this semesters budget was based on what my predecessor told me. This however proved to be the sum for the whole year, instead of one semester, so we do not have to include this in the budget for the next semester.

BOOKS – BUDGET

For me it is slightly confusing that most of the payments in the beginning of the books of Fall 2014 are part of the budget and therefore realisation of Spring 2014. This leads to a difference in numbers which could potentially make it easier to obscure money. I do not know if the Independent Body or other members of the association see this as a problem as well though and would be interested to hear their thoughts on this matter.

BANK

The transition at the bank has been anything but smooth. Although changes were made in the policy manual which should enable the treasurer to have full charge over the bank account, the ABN ARMO insisted that two people should be registered there as we are 'gezamenlijk bevoegd' according to the KVK. I tried to get the transition done over summer, but since Emilie, who needed to be registered as well, was abroad for most of summer, this proved to be impossible. Therefore I could not access the bank account for approximately two weeks in the beginning of the semester as this is when the transition happened. This led to some delay in payment to people. Although this cannot be changed anymore now, we should learn from it for the future. I propose that next year we get the transition done before the summer break starts so that my successor will not have to deal with these troubles during his or her first weeks.

BUDGET GA

The GA went fine, however very few committee boards were complete. To make the next budget GA more interactive we propose to have the treasurers present their own budget. Hopefully this will help to increase attendance and make the GA a bit more interactive.

Furthermore we forgot to present the annual report of 2013-2014. However this has already been taken care of during the GA in January.

BOOK SALE

The webshop StudyStore is offering has lead to quite some problems this semester, books were not delivered on time and orders were lost. We feel the UCM community has already lost faith in this system, which can also be seen by the number of orders place on the webshop (only 2 for period 4 so far). I am under the impression that the initial thought was to test this system for a year, however I think we as the board should look into different alternatives, or potentially reverse to the old system, even though that system had its downsides as well.

The second hand book sale has been okay. I have been trying to determine which books are outdated to make sure the book sale is as up to date as possible. Furthermore I have been taking down email addresses or bank account details from the people who have been handing in books to make it easier to track them down and reimburse them when their books get sold.

MERCHANDISE

Since we have a new merchandise line we had it invest in the samples for it. In order for people to try them on to determine which size they should order we have bought several different sizes of each item. These will be relevant as long as we stay with weproduce. If a future board decides to switch companies they could potentially sell these samples again making up for the money that we spend in it now. However I did book it under unexpected investments for now.

WEBSITE

We had a lot of trouble accessing the old websites and therefore decided to create a new website. Since none of us are website designers Harm advised us to hire a student to do it for us. Mateusz Garbacz agreed to help us for €250,-. To avoid having to create a new website again in the future due to the inaccessibility of the current website a manual is being set up to make the transition smoother.

FAIR FRIDAY / SUSTAINABLE STUDY MATERIAL SALE

Fair Friday does not seem to be breaking even over the last two semesters at least. From the financial report of 2013-2014 I saw they would still need to make €252.54 to break even and this semester they still need to make €426,92. I have had several meetings with the board of Fair Friday and they are not going to invest in more stuff for now but try to sell what they have. One of the problems is though that some things have been out of date and therefore were not sold anymore. We are going to see if we can try and make them break even in the next semester, and otherwise we might have to put budget aside for Fair Friday to alleviate circumstances like things being out dated.

STOLEN MONEY / SAFE

After the Christmas break we unfortunately found that 50 euro had been stolen from the Academic Councils cashbox they had for the prison visits. A police report has been filed for this. Also after the break the keypad of the safe did not work anymore. Probably the batteries ran out however they had been replaced two weeks before the break. I therefore suspect that someone has been trying to get into the safe as well as it is very unlikely that the batteries could have run out otherwise. Unfortunately I was stupid enough to put the key to the safe in the safe during the

break as I felt that was the safest place to keep it during the break. On the one hand I am glad I did this since whoever stole the money and was probably trying to get into the safe could have found the key and get into the safe. But on the other hand this meant that the safe had to be broken open for us to get to the money again and we had to buy a new safe. Luckily I did take the bankcard home with me over the break so I could still pay everyone that needed to be paid.

I have really enjoyed this past semester as part of the Universalis board. It feels really good to do something back for the amazing UCM community. It is a shame however that not all activities that were planned were actually executed and therefore we are left with quite a bit of money. I do hope therefore that the next semester will be a bit more eventful.

For feedback or questions, please contact me via treasurer@ucmuniversalis.com or universalis-treas@maastrichtuniversity.nl.

Lian Swinkels

UCMSA Universalis Treasurer for the academic year of 2014-2015