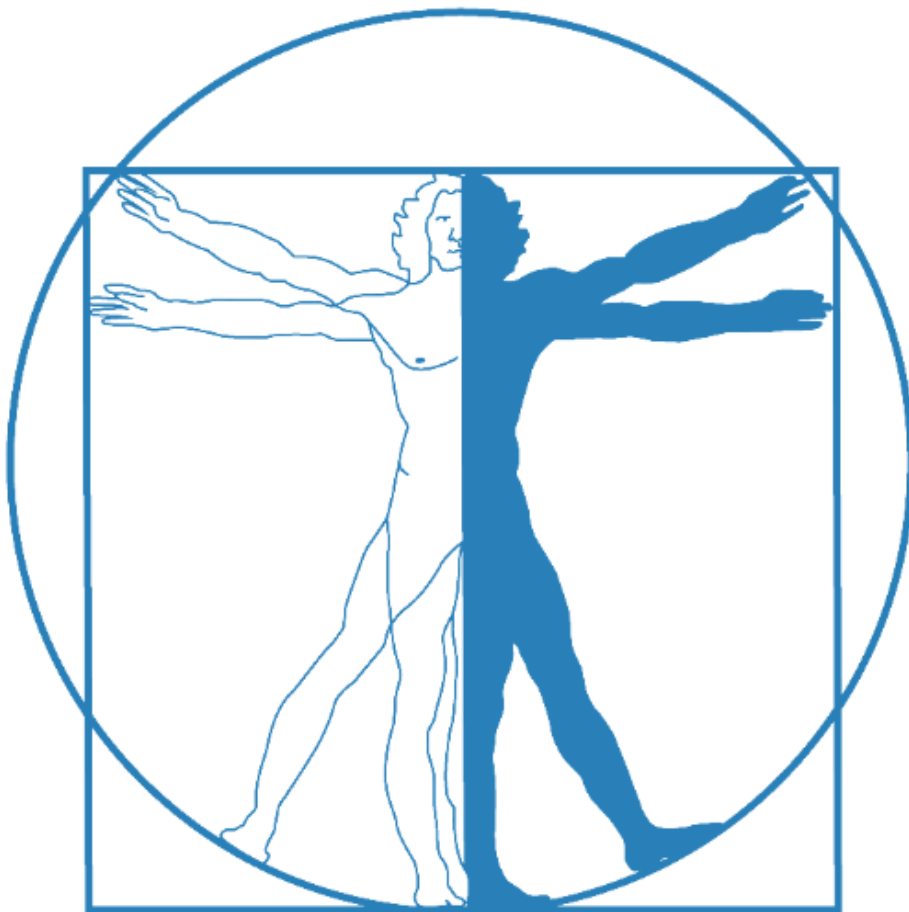


UCMSA Universalis

Financial Report

Fall 2015



The aim of this financial report is to provide a clear overview and evaluation of the finances of the fall 2015 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.

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Overview Realisation per Category (27/1/2016)

The table below outlines 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 fall under the budget of Spring 2015. Furthermore, there is still some expenditure that apply to this budget but which will be booked in Spring 2015.

Discretionary Expenses	Allocated	Realisation	Income	Surplus
T-shirts	€ 120,00	€ 102,37	-	€ 17,63
Board weekend	€ 300,00	€ 286,00	-	€ 14,00
Website	€ 50,00	€ 101,49	-	- € 51,49
Google apps	€ 198,00	€ 226,00	-	-€ 28,00
Introdays February	€ 300,00	€ 558,06	€ 242,00	-€ 16,06
Administration and supplies	€ 400,00	€ 239,28	-	€ 160,72
UCSRN*	€ 1250,00	€ 1642,24	-	-€392.24
Drinks	€ 200,00	€ 186.50	-	€13.50
Bank fees	€ 100,00	€ 102,50	-	-€ 2,50
Graduation**	€ 500,00	€ 500,00	-	€ 500,00
Christmas week	€ 500,00	€650,99	€ 287,10	€ 136,11
Promotion	€ 100,00	€ 13,12	-	€ 86,88
Cantus	€ 150,00	€ 462,37	€ 300,00	-€ 12,37
Christmas ball	€ 1250,00 (300 from unexpected)	€ 2288,13	€ 1740,00	€ 0,00 (701,87 to charity)
Ski trip***	€ 750,00	€ 700,00	-	€ 50,00
UCM photography project	€ 0,00	€ 52,83	-	-€ 52,83

Academic Council	€ 882,50	€ 448.65	€ 97,00	€ 530.85
General events****	€ 1030,00	€	-	€
Committees *****	€ 4514,49	€ 3215,55	€ 1984.35	€ 3283,29
Unexpected*****	€ 405,00 (partially reallocated)	€	-	€405,00
Total	€ 13000,00	€ 11776,08	€ 4650,45	?

* UCSRN, we still need to receive the invoice for the contribution of fall 2015 which will be € 1250,00

** Graduation, we did not yet spend this, however, we are certain that the expenses will be €500,00

*** Ski trip, we still have to transfer the funding for 2 participants, this will be €50,00

**** General events, we did not yet have the active member night, the total costs for this event are not known yet

***** Committees, there are still some receipts/invoices that need to come in; the total costs are not known yet

***** Unexpected, we are buying board games for the common room from the left over unexpected budget, the total costs are not know yet

An updated overview of the realisation per category will be published in the financial report of Spring 2016.

Overview of Realisation per Committee (27/1/2016)

The table below outlines the income and expenditure of the committees that was budgeted for this semester. Therefore, it does not include the expenditures made in the beginning of the books which were still part of the budget of Spring 2015. There are still some expenditure that apply to this budget but which will be booked in Spring 2016.

Committee Expenses	Allocated	Realisation	Income	Surplus
Arts & Photo	€ 250,00	€ 207,03	-	€ 42,97
Book club	€ 30,00	€ 0,00	-	€ 30,00
Charity	€ 370,00	€ 246,69	-	€ 123,31
Chess society	€ 50,00	€ 0,00	-	€ 50,00
Dance	€ 20,00	€ 0,00	-	€ 20,00
EXCO*	€ 1360,00	€ 455,47	€ 905,50	€ 1810,03
Feminism	€ 105,00	€ 35,68	-	€ 69,32
Gastronomy	€ 475,50	€ 543,32	€ 266,30	€ 198,48
Gecco	€ 133,00	€ 42,06	-	€ 90,94
The Bell **	€ 270,00	€ 171,72	Café Forum	€ 98,28
Music	€ 551,99	€ 370,09	-	€ 181,90
Meditation	€ 30,00	€ 0,00	-	€ 30,00
Party***	€ 100,00 (from Universalis drinks)	€ 306,12	€ 537,10	€ 330,98
Politics	€ 178,00	€ 59,61	-	€ 118,39
Sports	€ 350,00 (150 from unexpected)	€ 688,97	€ 275,45	-€ 63,52
Tennis	€ 100,00	€ 0,00	-	€ 100,00

Theatre	€ 141,00	€ 88,79	-	€ 52,21
Total	€ 4514,49	€ 3215,55	€ 1984.35	€ 3283,29

*EXCO, the receipts for the Blind City Trip are not in yet, the total costs are unknown

** The Bell, we still need to receive the €160,00 funding from Café Forum. The invoice for the printing of issue 11 and the receipts for the launch party are also not in yet, the total costs are unknown

*** Party, we still need to receive an invoice from Café Forum, the total costs are unknown

An updated overview of the realisation per committee will be published in the financial report of Spring 2016.

Other Income and Expenditure

Description	Income	Expenditure	Surplus
Fair Friday (and sustainable study material)	€ 400,44	€ 386,70	€ 13,74
Universalis beer sale for events (some given away for free, still crates in cellar)	€ 864,19	€ 885,06	-€ 20,87
Merchandise*	€ 550,86	€ 622,98	€ 72,12
Second Hand Book Sale (could not be reimbursed and sold books owned by Universalis)	€ 1114,00	€ 1079,00	€ 35,00
Unknown income	€ 190,44	€ 0,00	€ 190,44
Creditrente savings account	€ 37,23	€ 0,00	€ 37,23

* Merchandise, still need to receive €108.18

Extraordinary Expenses

Any expense greater than € 250,00 is listed here. Note that many of these expenses were (partially) covered by ticket sales or other income. The first few expenses are part of the budget of Spring 2015.

Expense	Description	Form No	Amount
Courtyard Festival	We rented a beer tap, popcorn and candy floss machine and bought beer from Deguelle party verhuur	1	€ 402,00
Courtyard Festival	Payment of the band les Troissages who played at the courtyard festival in summer week	3	€ 675,00
Graduation	Contribution for the Graduation of spring 2015	12	€ 500,00
Active Members Night Spring 2015	For the active members night of spring 2015 we went to de Apostelhoeve for a wine tasting with 45 persons	21	€ 562,50
Donation Charity Spring 2015	In the semester spring 2015 Charity raised €1876,44 and donated this to the Ngari Himalaya project	22	€ 1876,44
Gecco Ice cream sale	Gecco bought ice cream from the Australian and sold it during summer week. The income was €288,00	23	€ 262,88
Introdays Aug	We bought groceries for the BBQ (introdays) and snacks/drinks for the committee fair and the pub quiz. The ticket sale for the BBQ was €765,00	24	€ 477,17
Planning weekend	We rented a house for the first planning weekend	57	€ 286,00
Cantus	We bought beer at Café Ma van Sloun for the Cantus. The income from ticket sale was €300,00	116	€ 410,00
Fair Friday	Fair Friday bought fair trade and biological products that they will sell during the semester	141	€ 368,02

UCSRN Spotlight	We bought train tickets as transport to the UCSRN spotlight. We will be partially reimbursed by the UCSRN for these costs	175	€ 520,00
Merchandise	Merchandise	183	€ 473,00
Christmas Soiree	We ordered food from Cato Cato for the Christmas soiree for 70 persons. The income from ticket sale was €287,10	184	€ 350,00
Christmas Ball	We rented DJ equipment, sound equipment and lights from LNSound for the Christmas Ball.	196	€ 325,01
UCSRN Contribution	We still had to pay part of the UCSRN contribution of 2014-2015	206	€ 392,24
Christmas Ball	Catering and staff for the Christmas Ball in Dominicanen. The income from ticket sale was €1740,00	222	€ 1694,12
UCM laser tag	Sports rented equipment for laser tag from Gotcha Outdoor Laser games. The income from the ticket sale was € 275,45	255	€ 650,00
Charity donation Fall 2015	Charity raised € 1677,20 this semester (€ 975,33 from raised by Charity and € 701,87 donated from the Christmas Ball) which was donated to the Kenya Project	258	€ 1677,20
Music	Music committee bought new instruments	262	€ 287,90
Universalis Ski Trip	Funding for the Universalis Ski Trip of € 25,00 for 28 of the 30 participants	264	€ 700,00
Introdays Feb	We bought food from Le Souk for 70 persons for the Universalis dinner on 25/1/2016. The income from ticket sales was € 242,00	273	€ 490,00

Semester report

Budget Allocation

The budget for this semester was allocated according to the semester plans of the committees 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 budget requested by the committees was appropriate and likely to be spending in the upcoming semester.

Unfortunately, not all the events planned by the committees, the AC and the board actually took place. As is seen in the table overview of realisation per committee, most committees did not use a significant part of their allocated budget. As a result, we have quite some budget left over. We tried to reallocate some of the budget during the semester to ensure that our funds were used as much as possible. Some events received more budget as initially planned. The sum of left over budget presented in this financial report is slightly off though as there will still be some payments made based on this budget. The remaining left over budget will be included in the budget of Spring 2016.

For the budget allocation of Spring 2016 we designed new semester plans that will be more clear and easier to use for the committees as well as for the Universalis treasurer. Finally, we realized that especially for the fall budget the semester plans are filled out by the old boards. In some cases, the new boards have quite different plans which lead to different budget allocation.

Bank

The transition at the bank took long and was only completed at the end of the summer break. We started the transition in period 6 already, however, there were some complications and both the “gezamenlijk bevoegde” board members were abroad for a big part of the summer. As a result, there was a delay of the payments that still needed to be done. I would advise that the next transitioning at the bank starts at the end of period 5 to ensure that it is completed before people leave for the summer.

Budget GA

The budget GA went fine, however, it took very long. We obliged all committee boards to come which helped stimulated discussions about the budget. Also, the committee treasures presented their own budget. This got a bit messy and therefore we will revise the process. Most likely, we will still let the committee treasures present their own budget since this makes the GA more interactive and it gets the treasurers more involved in the budget process.

Unfortunately, the voting procedures were anything but smooth. The Independent Body did not

know the voting percentages by heart which resulted in confusion. I would advise the IB to prepare its successors for the GA and its voting procedures as a part of their transition process.

Second Hand Book Sale

We decided to no longer continue with the Second Hand Book Sale. We noticed that the majority of the UCM students sell their books via the UCM Book sale facebook page. Furthermore, we noticed that most of the second hand books we have in stock do not get sold. Each period there are a few books handed in for the popular courses which are sold out in minutes. The other books are not sold time after time. Moreover, the books get outdated fairly quickly which means they will not be sold. Finally, the reimbursement process is lengthy and we are unable to reimburse some of the owners. When selling books over facebook this problem will be avoided. Overall, we are of the opinion that the Second Hand Book Sale is not worth continuing.

In the beginning of period 4 there will be a big final second hand book sale where we will try to sell all the remaining books. Those that are not sold or outdated will need to be picked up by the owners. If the owners do not wish to get the book back, we will donate them.

Merchandise

We did not sell much merchandise this semester. The process of ordering merchandise takes a really long time which makes it difficult for us to sell it. We might look into changing the company that provides us with the merchandise. Furthermore, we will introduce merchandise order forms to make the process more smoothly and clear.

Website

The old website is now deleted.

Fair Friday

Fair Friday still needed to make up for 678,76 euros from the past semesters. This is a significant amount of money and therefore I felt it was necessary to help the new fair Friday board to improve their system. We had several meetings in the beginning of the semester to get them on track. We decided that there should be more clarity in what fair Friday ordered, what products were popular, what products did not sell and their general income and expenses.

In period 3 we had a review meeting and I was pleased with the improvements made by Fair

Friday. They did regular stock checks, started keeping track of which products were sold most and regularly counted their income. Fair Friday made a very small profit this semester which is perfectly fine since their aim is to play even. However, this would mean that it will take several years before they can repay their debt to Universalis. We decided to forgive their debt. I do intend to keep monitoring fair Friday closely to ensure they keep up the good work and do not occur in such a loss again. I advise my successors to do so too.

Reimbursement Request Forms

In the beginning of period 2, I introduced reimbursement request forms to improve the reimbursement system and to ensure that receipts are handed in on time which makes reallocation of the budget easier. In period 1, I noticed that most receipts were handed in really late and often lacked the proper information needed for the reimbursement and administration of the finances. Therefore, I set a deadline for handing in the receipts, within two weeks, and designed a form with all the necessary information that will need to be filled out. I am really pleased about how this worked out.

Ski trip

We have organized a Universalis ski trip for the carnival break to France. We decided to go through the organization Ski studs which specializes in winter sports for students. So far, there have not been any major issues. We are really looking forward to the trip.

I have really enjoyed this past semester of the Universalis board. I very much liked working with my fellow board members and doing something back for the UCM community. I am excited for my next semester as the Universalis treasurer. Finally, I hope that the money has been spend to everybody's satisfaction and that you have enjoyed the many events organized by the Universalis board, the Academic Council and all the Universalis committees.

For feedback or questions, please contact me via treasurer@ucmuniversalis.com or drop by the boardroom.

Suzanne Nusselder

UCMSA Universalis Treasurer for the academic year of 2015-1026