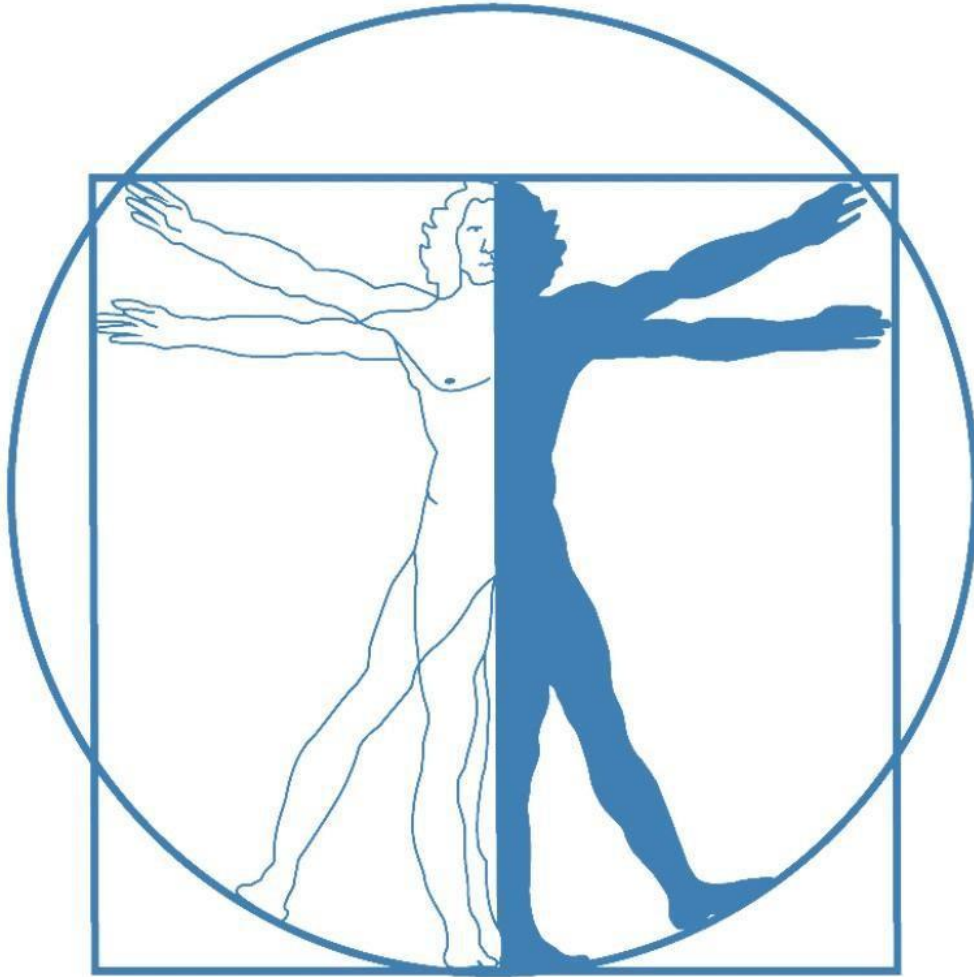


# UCMSA Universalis Financial Report

Fall 2023/24



By Jola Gockel, UCMSA Universalis Treasurer

## Contents

<b>Introduction.....</b>	<b>2</b>
<b>Layover from the Spring 2022/23 Semester .....</b>	<b>3</b>
Spring 2022/23 Budget.....	3
Spring 2022/23 Surplus .....	4
Spring 2022/23 to Fall 2023/24 Stopgap.....	4
<b>Fall 2023/24 Budget .....</b>	<b>6</b>
Contingency .....	7
<b>Fall 2023/24 Charity Donation .....</b>	<b>19</b>
<b>Fall 2023/24 Surplus Budget .....</b>	<b>20</b>
<b>Fall 2023/24 to Spring 2023/24 Stopgap Budget .....</b>	<b>22</b>
<b>Review and Conclusion.....</b>	<b>26</b>
<b>Accompanying Documents.....</b>	<b>28</b>

## Introduction

This report provides an overview of the financial activity of UCMSA Universalis in the Fall 2023/24 semester. Specifically, it covers the period between 4<sup>th</sup> September 2023 and 11<sup>th</sup> February 2024. The main Fall budget is allocated among 23 committees and the three Universalis boards (Academic Board, Executive Board, Social Board) and was voted upon in the General Assembly on 21<sup>st</sup> September 2023. As usual, UCMSA received a semesterly contribution of 13,000€ from UCM.

Contribution from UCM	€13,000.00
Total available budget (savings + income from UCM)	€30,853.42
Total budgeted (both GA's)	€24,502.75
Total spent from committees (excluding layover expenditures)	€6,072.71€

Total Income	€23,595.31
Total Expenses	€15,294.51
Difference	+ € 8,300.80

## Layover from the Spring 2022/23 Semester

### *Spring 2022/23 Budget*

Some committees sent in reimbursement requests from the Spring 2022/23 budget after the previous financial report had already been finalised. We also received a 300€ deposit back, leading this budget section to be at an overall profit of 59.01€. Not included in the table is a payment of 100€ to the study association Aperture. This was not technically part of the Spring budget, but they gave us a 100€ deposit for lending some of our equipment last semester, and we paid it back this semester after receiving back the equipment.

<b>Committee</b>	<b>Description</b>	<b>Used budget</b>
Executive Board	Website Fees	17.59€
Charity Committee	Waffle Wednesday Ingredients	51.58€
Academic Board	Financial Literacy Workshop	15.35€
Academic Board	Mental Health Panel	50€
Exco	Cabin Rental Deposit Repayment	+ 300€
Exco + STEM	Daalhoeve Excursion Lunch	96€
Exco	Easter Egg Hunt	10.47€
<b>TOTAL</b>		<b>+ 59.01€</b>

*Spring 2022/23 Surplus*

Next to the main budget General Assembly, UCMSA also holds a Surplus/Stopgap (and Election) General Assembly. The Surplus Budget enables committees to budget left-over money for additional events at the end of the semester. Only one surplus budget was used during the period for this financial report.

<b>Committee</b>	<b>Description</b>	<b>Allocated budget</b>	<b>Used budget</b>
Executive Board	Bank Fees	95€ (65.15€ used in previous semester)	16.93€
<b>TOTAL</b>			<b>16.93€</b>

*Spring 2022/23 to Fall 2023/24 Stopgap*

The Stopgap Budget covers any events that occur in the two- to three weeks of the new semester before the main Budget General Assembly has been held. For simplicity's sake, expenses that were budgeted but not made are excluded from the table, and thus no summary line is included for the allocated Stopgap budget. The expenditure from the SB for the Intro Days looks low, but 841€ were already spent in the previous semester and covered in the previous report.

<b>Committee</b>	<b>Description</b>	<b>Allocated budget</b>	<b>Used budget</b>
Academic Board	Community Lunch	20€	8.55€
Academic Board	Pizza with the Dean	110€ + 90€ reallocated	200€
Academic Board	Mentor Programme	190€	16.94€
EB	Board Sweatshirts and T-Shirts	284€	284€

UCMSA Financial Report – Fall Semester 2023/24

SB	Intro Days	2,000€	143.62€
SB	Meet the Committee Events	100€	1,94€
SB	UCM Postcard Artwork	200€	84.70€
Film	Weekly Screening	42€	9.44€
<b>TOTAL</b>			<b>749.19€</b>

## Fall 2023/24 Budget

For the Fall 2023/24 semester, 23 committees and the 3 boards had a total of 23,030.75€ approved in the General Assembly, 5,995.22€ of which were used as of the cutoff for this report. Excluding contingency (a budget puffer for unexpected emergency expenses), a total of 19,972.75€ were budgeted. When contingency had to be used for a budget point, this is indicated by an asterisk in 'used budget' column. This section presents a shortened overview (beginning with the boards, followed by the committees), for a full overview please refer to the accompanying documents.

### *Academic Board*

Despite not using any budget, it should be noted that the Mentor Programme took place very successfully this semester.

Description	Allocated budget	Used budget
Bonding	200€	193.99€
Mentor Programme	80€	-
Community Lunch	90€	10€
Capstone Diaries	30€	-
Lecture Series	60€	23.10€
Workshops (4x)	160€	52.23€
Life After the Bubble	485€	40€
UCM Think Tank	190€	-
Sociological Movie Screening (Kai Collaboration)	10€	-
<b>TOTAL</b>	<b>1,305€</b>	<b>319.32€</b>

## Executive Board

For the board shirts, 20€ had to be taken out of contingency, as we got the right price indication after requesting the budget. All used cases of contingency are detailed below.

Description	Allocated budget	Used budget
Bonding	150€	150€
Board Shirts (10x)	150€	150€ (*)
Bank Fees	170€	86.16€
Website Fees	130€	88.41€
Board Room Supplies	80€	19.54€
Cleaning Supplies	50€	9.97€
Printing	50€	0.60€
UCMSA Standing Banner	100€	-
UCM 21 Dinner	1,050€	438€
General Assemblies	20€	-
Gift for Universalis Graduates	200€	-
Contingency	3,058€	110.05€
<b>TOTAL</b>	<b>5,208€</b>	<b>1,072.73€</b>

## Contingency

Contingency is set at 10% of UCMSA's bank holdings, which was 3,058€ in the Fall 2023/24 semester. It is only used to cover unexpected expenses, e.g., when too little ticket income was made, and did not have to be used much this semester.

Description	Explanation	Amount
EB: Board Shirts	We received the price indication way too late and thus had to rely on prices	20€



## UCMSA Financial Report – Fall Semester 2023/24

	from previous semesters when requesting the budget, but this ended up not being enough.	
Sports: Bowling	Less tickets were sold than expected.	67.50€
Spiritual Enlightenment: Greek Symposium	Less tickets were sold than expected.	22.55€

### *Social Board*

Last semester, we decided not to budget any money for drinks, as they are technically assumed to be self-funding. However, we ended up having to take money out of contingency because we made a slight loss. This semester we decided to just budget for drinks fully, but this is also not ideal, as it artificially inflates our budgeted expenditures. We spent 732.66€ on drinks and made 669.50€ back, leading to the 63.16€ spent indicated below. In the future, we will budget for drinks in a more realistic way.

<b>Description</b>	<b>Allocated budget</b>	<b>Used budget</b>
Bonding	200€	195.99€
Drinks	1,700€	63.16€
Committee Fair	130€	-
Beginning of Period Drinks (2x)	30€	-
Halloween @ UCM	30€	-
Merch Design Competition	10€	-
Christmas @ UCM	120€	39.82€
UCMSA Stickers	100€	49.93€

UCMSA Financial Report – Fall Semester 2023/24

Fund for Revived/New Committees	200€	-
Collaborations with other FSE Associations	100€	-
UCSRN Membership Fee	650€	650€
Introduction Days	800€	64.34€
UCSRN GA Travel	180€	-
Fruit Bowl	25€	-
<b>TOTAL</b>	<b>4,275€</b>	<b>1,063.24€</b>

*Art Committee*

Description	Allocated budget	Used budget
Plein Air Sketching	10€	8.74€
DIY Stickers (with Hypatia)	30€	26.77€
Wine Arts (with Spiritual Enlightenment)	30€	12.67€
Aachen Museum Trip	150€	-
Paper Crafts & X-Mas Cards	20€	-
Art Exhibition (Cultural Night)	30€	-
General Art Supply Restock	30€	-
<b>TOTAL</b>	<b>300€</b>	<b>48.18€</b>

*The Bell*

Description	Allocated budget	Used budget
Printing Issues (2x)	640€	327€

## UCMSA Financial Report – Fall Semester 2023/24

Launch Party	30€	-
<b>TOTAL</b>	<b>670€</b>	<b>327€</b>

### *Book Club*

Description	Allocated budget	Used budget
Tea and Books (2x)	60€	45.97€
Secret Santa Book Swap	10€	-
Book Cook Night	50€	18.43€
Movie Adaptation of a Book (with Film Committee)	35€	-
<b>TOTAL</b>	<b>155€</b>	<b>64.40€</b>

### *Charity Committee*

Please see the “Fall 2023/24 Charity Donation” section for more information on the charity committee’s activities this semester.

Description	Allocated budget	Used budget
Waffle Wednesday (12x)	180€	76.44€
Charity Bingo Night	47€	-
Christmas Cookie Decorating	40€	8.22€
<b>TOTAL</b>	<b>267€</b>	<b>84.66€</b>

### *Chess Committee*

Description	Allocated budget	Used budget
Meetings (6x)	60€	-

## UCMSA Financial Report – Fall Semester 2023/24

Equipment	60€	-
<b>TOTAL</b>	<b>120€</b>	-

### *Creative Writing Committee*

The creative writing committee was newly established this semester, but sadly did not make use of their allocated budget.

Description	Allocated budget	Used budget
Writing Sessions (7x)	70€	-
Lecture	10€	-
<b>TOTAL</b>	<b>80€</b>	-

### *Excursion Committee*

As indicated by the + in the table below, Exco made 21.76€ profit on the winter hike. This was not planned, and the board was made aware to avoid this in the future.

Description	Allocated budget	Used budget
Picnic Blankets	24€	-
Apple Picking	60€	41€
Day Hike in Belgium	59€	-
Local Hike (2x)	20€	-
Rooth Quarry Visit	70€	-
Last Boat to Belgium Bike Ride	50€	-
Geul Valley Bike Ride	100€	-
UCM Bonfire	150€	-
Valkenburg Christmas Market	129€	91.50€

UCMSA Financial Report – Fall Semester 2023/24

Winter Hike	59€	+ 21.76€
Jesuitenberg Caves	80€	-
EXCO Happy Hour	10€	-
First Aid Kit Supplements	14€	-
Tents	20€	-
<b>TOTAL</b>	<b>845€</b>	<b>110.74€</b>

*Film Committee*

Description	Allocated budget	Used budget
Weekly Screening (14x)	210€	55.94€
Collaboration (5x)	75€	-
Excursion to Lumière	97.50€	-
<b>TOTAL</b>	<b>382.50€</b>	<b>55.94€</b>

*Gardening Committee*

Description	Allocated budget	Used budget
Nature Picnic (with STEM)	50€	49.99€
Weeding Workshop	30€	19.15€
Pumpkin Carving	70€	45.58€
Leaf Mold Workshop	20€	9.99€
<b>TOTAL</b>	<b>170€</b>	<b>124.71€</b>

*The Gay Agenda*

Description	Allocated budget	Used budget
Heartstopper Screenings (4x)	40€	10€

## UCMSA Financial Report – Fall Semester 2023/24

Making Friendship Bracelets	35€	28.22€
Powerpoint Presentations	10€	8.37€
Logo Competition	20€	-
Pin Making Event	70€	-
Documentary Screening	10€	9.89€
<b>TOTAL</b>	<b>185€</b>	<b>56.48€</b>

### *Graduation Committee*

Although it looks like the graduation committee overspent on the party, we are actually still expecting to be paid back 300€ from Luminous. Thus, this money is not taken out of contingency but will be covered in the layover section of the next report.

Description	Allocated budget	Used budget
Champagne Reception	50€	-
Graduation Party	1,180€	1,230€
<b>TOTAL</b>	<b>1,230€</b>	<b>1,230€</b>

### *Hypatia*

Description	Allocated budget	Used budget
Introduction Meeting	10€	8.62€
Book Club (6x)	120€	27.11€
Talking Circle (2x)	40€	-
Printing Stickers (with Art Committee)	50€	13.18€
Anarchist Bookfair Visit	235€	191.94€
<b>TOTAL</b>	<b>455€</b>	<b>240.85€</b>

*International Relations and Diplomacy Committee*

Description	Allocated budget	Used budget
Movie Screenings (2x)	20€	8.26€
Guest Speakers (2x)	20€	-
Debate	10€	8.92€
Study trip (1 day)	220€	-
Study trip (2 days)	450€	-
<b>TOTAL</b>	<b>720€</b>	<b>17.18€</b>

*Music Committee*

Description	Allocated budget	Used budget
Jam Session	10€	-
Open Mic Nights (4x)	100€	-
Mic Stands	75€	-
Additional Amp	200€	-
Karaoke Night Collab (with Party Committee)	25€	-
<b>TOTAL</b>	<b>410€</b>	<b>-</b>

*Party Committee*

As indicated by the + in the table below, the Party Committee made xx€ profit on the winter gala.

This was not planned, and the board was made aware to avoid this in the future.

Description	Allocated budget	Used budget
Halloween Party	1,900€	380.20€
Winter Gala	470€	+ 253.35€
<b>TOTAL</b>	<b>2,370€</b>	<b>126.85€</b>

*Poetry Committee*

Description	Allocated budget	Used budget
Biweekly Poetry Meetings (7x)	70€	-
Winter Booklet	190€	-
Guest Lecture	20€	8,16€
Literary Magazine (2x)	280€	-
<b>TOTAL</b>	<b>560€</b>	<b>8.16€</b>

*Society Future Science*

Description	Allocated budget	Used budget
Meet the Committee	10€	-
ChatGPT Forum	10€	-
Student/Tutor Forum (3x)	60€	-
<b>TOTAL</b>	<b>80€</b>	-

*Spiritual Enlightenment*

For the Greek Symposium, less money than expected was made in ticket sales, so 22.55€ have to be taken out of contingency.

Description	Allocated budget	Used budget
Wine & Arts (with Art Committee)	65€	-
Cultural Night (with Art, Poetry, and Theatre Committees)	125€	-



## UCMSA Financial Report – Fall Semester 2023/24

Greek Symposium	65€	65€ (*)
Oktoberfest	125€	-
Winter Event	65€	-
<b>TOTAL</b>	<b>445€</b>	<b>65€</b>

### *Sports Committee*

For the bowling, less money than expected was made in ticket sales, so 67.50€ have to be taken out of contingency.

Description	Allocated budget	Used budget
Laser Tag (2x)	126€	85.07€
Sports Kits	650€	609.16€
Football Matches Away (4x)	600€	115.80€
Football Matches Home (4x)	280€	-
Team Bonding (2x)	20€	-
Bowling	150€	150€ (*)
Student Olympics	20€	-
<b>TOTAL</b>	<b>1,846€</b>	<b>960.03€</b>

### *STEM Committee*

We did not receive the invoice for the Natural History Museum trip by the cutoff date for the report. It currently looks like we made 64€ profit on tickets, but this was not the case, and the expenditure will be recorded in the next report.

Description	Allocated budget	Used budget
Introduction Event	10€	-
Pub Quiz	20€	-

UCMSA Financial Report – Fall Semester 2023/24

Cake Day Event	15€	-
Documentary Screening (4x)	40€	-
AI Generated Song Contest	10€	-
Natural History Museum Trip (with Exco)	96€	+ 64€
<b>TOTAL</b>	<b>191€</b>	<b>+ 64€</b>

*Swing Committee*

Description	Allocated budget	Used budget
End of Period Galas (3x)	115€	37.38€
Guest Teaching Classes	30€	19.02€
External Swing Events	150€	-
<b>TOTAL</b>	<b>295€</b>	<b>56.40€</b>

*Theatre Committee*

Description	Allocated budget	Used budget
Improv (2x)	20€	8.82€
Zoom Q&A with Professional Actor	10€	-
Movie Screening	15€	8.53€
Small Winter Play	80€	-
Theatre Games Event	10€	-
Scriptwriting Workshop	10€	10€
<b>TOTAL</b>	<b>145€</b>	<b>27.35€</b>

*Well-being Committee*

<b>Description</b>	<b>Allocated budget</b>	<b>Used budget</b>
Connect & Reflect (5x)	50€	-
Positive Post-its	10€	-
Tea Tastings (3x)	50€	-
#IAmRemarkable Self-Promotion Workshop (2x)	20€	-
We're Not Really Strangers Games (3x)	30€	-
Petting Zoo Visit	5€	-
Mosaqua Indoor Water Park (with Exco)	156.25€	-
<b>TOTAL</b>	<b>321.25€</b>	-

## Fall 2023/24 Charity Donation

Any profits made by the charity committee do not flow back into the UCMSA budget but are donated at the end of the semester / beginning of the following semester. Within the period of this financial report, we transferred 581€ to the Global Giving Foundation for the Spring 2022/23 semester (missing 38 cents as only whole numbers were accepted, these will be added to the next donation). The Fall 2023/24 donation has not yet been made, but the charity committee collected 588.30€ for it. Of this, 245.66€ were collected in cash (mostly from Waffle Wednesdays), 220.64€ from SumUp payments during Waffle Wednesdays, 9€ from SumUp payments for the Cookie Decorating, and 113€ from transfers for the Valentine's Event. The actual donation will be recorded in the following report.

## Fall 2023/24 Surplus Budget

During the Surplus/Stopgap/Election General Assembly on 11<sup>th</sup> January, a total of 285€ across five boards/committees was approved for the Surplus Budget, as presented in this section. A total of 46.75€ were reimbursed as of 11<sup>th</sup> February, any later reimbursements will be covered in the layover section of the next financial report.

### *Academic Board*

Description	Allocated budget	Used budget
Mental Health Panel	50€	37.22€
<b>TOTAL</b>	<b>50€</b>	<b>37.22€</b>

### *Executive Board*

Description	Allocated budget	Used budget
Board Sweatshirts	140€	-
<b>TOTAL</b>	<b>140€</b>	<b>-</b>

### *Graduation Committee*

Description	Allocated budget	Used budget
Champagne Reception	50€	-
<b>TOTAL</b>	<b>50€</b>	<b>-</b>

### *International Relations and Diplomacy Committee*

Description	Allocated budget	Used budget
Cuban Ambassador Event	15€	9.53€
<b>TOTAL</b>	<b>15€</b>	<b>9.53€</b>

*Swing Committee*

<b>Description</b>	<b>Allocated budget</b>	<b>Used budget</b>
End of Period Gala	30€	-
<b>TOTAL</b>	<b>30€</b>	-

## Fall 2023/24 to Spring 2023/24 Stopgap Budget

During the Surplus/Stopgap/Election General Assembly on 11<sup>th</sup> January, a total of 1,187€ across eight boards/committees was approved for the Stopgap Budget, as presented in this section. As the Stopgap Budget is meant for the first two- to three weeks of the Spring 2023/24 semester, this section simply shows the approved budgets, and the actual expenditures will be covered in the layover section of the next financial report. There are two exceptions to this: (1) the Social Board already spent 30.74€ of the 70€ they got allocated for the Committees Thank You Event, and (2) the Charity Committee already collected money (113€) for from the Valentine’s Event but has not yet spent money on it.

### *Academic Board*

Description	Allocated Budget
Pizza and co. with the Dean	300€
Community Lunch (3x)	30€
<b>TOTAL</b>	<b>330€</b>

### *Social Board*

Description	Allocated Budget
UCSRN Spotlight	150€
Committees Thank You Event	70€
<b>TOTAL</b>	<b>220€</b>

*Charity Committee*

Description	Allocated Budget
Waffle Wednesday (3x)	45€
Valentine's Event	80€
<b>TOTAL</b>	<b>125€</b>

*Excursion Committee*

Description	Allocated Budget
Local Hike (2x)	20€
UCM Bonfire	150€
Jesuitenberg Caves	80€
EXCO Happy Hour	10€
<b>TOTAL</b>	<b>260€</b>

*Film Committee*

Description	Allocated Budget
Weekly Screening (3x)	42€
<b>TOTAL</b>	<b>42€</b>

*International Relations and Diplomacy Committee*

Description	Allocated Budget
Panel Discussion and Speechwriting Competition	30€
<b>TOTAL</b>	<b>30€</b>



*Music Committee*

Description	Allocated Budget
Karaoke Night @ Kaleido	160€
<b>TOTAL</b>	<b>160€</b>

*Swing Committee*

Description	Allocated Budget
Guest Teaching Classes	20€
<b>TOTAL</b>	<b>20€</b>

## Expected Layover

Any expected layovers from committee budgets have been mentioned throughout the report. Additionally, we already collected 2,040.05€ in student payments for the Fall 2023/24 merch release, the invoice for which will be included in the next report.

## Review and Conclusion

Overall, the board is extremely happy with how this semester went and proud of our work within the community and behind the scenes. Having several members with previous Universalis experience on the board helped to keep our processes smooth and thereby also made my job as treasurer easier. Most challenges that I discussed in the previous financial report could all be avoided this semester, as little money had to be taken out of contingency, merchandise prices were adjusted, subscriptions have been cancelled, communication issues with committee members were largely resolved, and no committee members collected any money in their private bank accounts. For this latter point, I attempted to further improve financial proceedings within Universalis, by introducing a new and clearer ticketing system for committees. In previous semesters, it was common practice for committee members to collect ticket money on their private bank accounts. For reasons of transparency and proper bookkeeping, this is not good practice. Thus, we encouraged committees to contact me as the treasurer about any events that require tickets, to then either add them to the UCMSA Eventix account (which was previously only used by the Party Committee), or have participants transfer the money directly to the UCMSA bank account. This seems to have worked well this semester, although it is yet to be seen how this impacts the workload of the treasurer if the number of events with ticketing were to increase.

A challenge that remains from last semester is that a few committee- and also board members handed in their reimbursement requests late despite repeated reminders, meaning that not all expenditures can be covered in the appropriate financial report. We also faced three additional challenges. The first challenge was that we had to introduce financial sanctions on a committee that failed to adhere to discussed agreements and deadlines. This is not a commonly done practice, but together with the Independent Body, we decided that it was necessary to freeze any reimbursements to this committee until these issues were resolved. While this was a somewhat new situation to deal with, we are content with the way it was handled and hope that no need for sanctions will arise again. A second new challenge was that we observed two committees accidentally making profit for UCMSA for their events. This occurred both for the

Excursion Committee's Winter Hike and the Party Committee's Winter Gala. It is never our intention to profit off of events and the committee members were immediately contacted about these occurrences and asked to consider them in their future budgeting. The biggest issue we faced this semester was underutilization of budget. Last semester, we made a slight loss of around 90€, while this semester our bank holdings increased by over 8,000€. Committees budgeted around the same amount as in the previous semester but used a lot less of this money. For example, five committees did not use any of their allocated budget at all, and of this money that was spent, much was used by the same few committees. Thus, the issue does not seem to be less intention to spend budget, but a lack of commitment, time, and energy of committee members to organize their planned events. To find potential solutions for this, we held an open floor discussion during our last General Assembly (where we have a lot of committee members present) and amongst other things decided to have the Social Board take a more active role again towards their committees. We made it clear to committees that we want them to use the planned budget and create nice events for the UCM community, and that they can always contact the SB if they need help with anything. The treasurer of the upcoming semester also decided to do less budget cuts during the board weekend, meaning that more budget will be planned. The impacts of this will be evaluated in the next report, which will hopefully show a better utilization of the budget we have available. Overall, I look back on a very positive and fulfilling semester and am overall confident in UCMSA's financial health going into the Spring 2023/24 semester.

## Accompanying Documents

For a complete overview of all financial activity of UCMSA Universalis in the Fall 2023/24 semester, please consults the following accompanying documents: (1) the Fall 2023/24 cash flow, (2) the Fall 2023/24 rolling budget, (3) the Surplus/Stopgap rolling budget, (4) the bank statement for the relevant period, and (5) the folders of all reimbursement, internal payment, and internal income forms.

Jola Gockel,  
*UCMSA Universalis Treasurer Fall 2023/24*