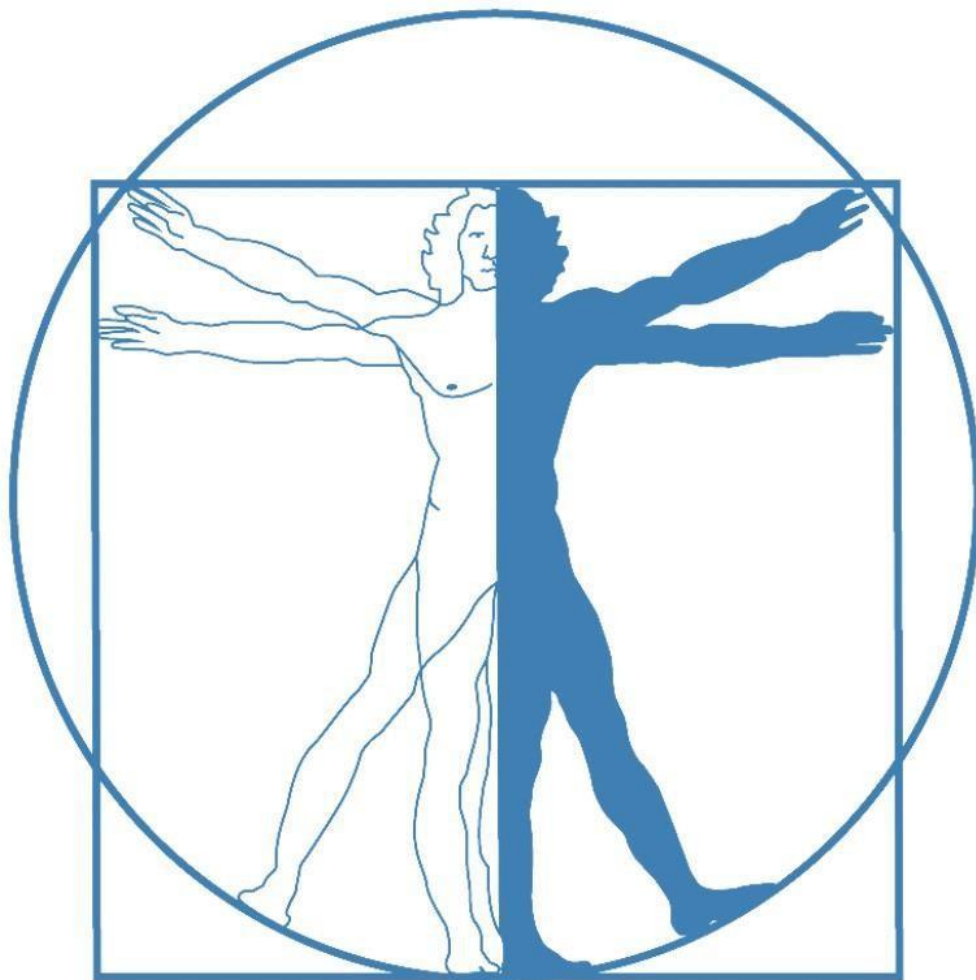


UCMSA Universalis Financial Report

Spring 2023



By Jola Gockel, UCMSA Universalis Treasurer

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Introduction

This report provides an overview of the financial activity of UCMSA Universalis in the Spring 2023 semester. Specifically, it covers the period between 10th February and 3rd September 2023. The main Spring budget is allocated among 26 committees and the three Universalis boards (Academic Board, Executive Board, Social Board) and was voted upon in the General Assembly on 19th February. UCMSA received their semesterly contribution of 13,000€ comparatively late, on 26th May 2023.

Contribution from UCM	€13,000.00
Total Available Budget (Savings+ income from UCM)	€30,124.46
Total Budgeted (both GA's)	€26,995.25
Total Spent from committees	€ 15,625.13

Total Income	€ 25,204.26
Total Expenses	€ 25,294.80
Difference	- € 90.54

Layover from the Fall 2022 Semester

Fall 2022 Budget

Some committees sent in reimbursement requests from the Fall 2022 budget after the previous financial report had already been finalised. All expenses listed in the table below were made in the Fall semester but reimbursed in the Spring semester. Any expenses that were budgeted for in the Fall semester but spent in the Spring semester are covered under contingency (see Spring 2023 Budget section), as the allocated budget expires once the semester is over. Apart from the expenses listed below, UCMSA also received two income items from the Fall semester: 1,000€ from UCM as a contribution to UCMSA's birthday party, and 150€ returned ticket incomes from the Excursion Committee.

Committee	Description	Used budget
Academic Board	Documentary Festival Utensils	47.32€
Academic Board	September Mentor Programme Snacks	96.66€
Charity Committee	Fall 2022 Donation (see Charity Section)	383.68€
Graduation Committee	Graduation Party DJ	600€
Music Committee	Two Open Mic Nights	69.80€
Party Committee	Winter Gala Venue	420€
-	Fall 2022 Merch Payment (student payments collected in the Fall semester)	2,358.10€
TOTAL		3,975.56€

Fall 2022 to Spring 2023 Stopgap

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. 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. No reimbursements were made for the Fall 2022 Surplus Budget, the expenses that were made for the Fall 2022 to Spring 2023 Stopgap Budget are presented in the table below. 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 budget.

Committee	Description	Allocated budget	Used budget
Academic Board	February Mentor Programme Snacks	50€	19.81€
Book Club	Second-hand Booksale Food and Drinks	150€	144.41€
Book Club	Valentine's Book Swap	10€	6.20€
Excursion Committee	Bike Tools	25€	19.94€
Excursion Committee	Liège Trip	125€	125€
Excursion Committee	Cabin Rental	300€	300€
Excursion Committee	Happy Hour at Event	25€	25€
Spiritual Enlightenment	Wine Tasting	100€	100€

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UCSRN Committee	Mascot Border Tax	300€ (240.16€ already used)	17.51€
TOTAL			757.87€

Spring 2023 Budget

For the Spring 2023 semester, 26 committees and the 3 boards had a total of 20,554.25€ approved in the General Assembly, 9,779.58€ of which were used as of the deadline for this report. Excluding contingency (a budget puffer for unexpected emergency expenses), a total of 17,454.25€ 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

When looking at the Academic Board budget, it should be noted that there were actually regular community lunches held, the board members just did not hand in many reimbursement requests. The same applies to the fruitbowl. Additionally, there were some financial hiccups regarding the Freiburg Exchange Trip. Despite only making 225€ in ticket incomes rather than the estimated 400€, the organisers spent 592.67€ of the planned 620€. This led to a deficit of 147.67€ that was covered by contingency. The two main issues were that too much money was spent on activities relative to participants and that two cars were used for six participants, leading to high gas costs. Notably, the AB also used 15.35€ for the Financial Literacy Workshop and 50€ for the Mental Health Panel, but the reimbursement forms for these expenses were sent after the period covered by this report.

Description	Allocated budget	Used budget
Community Lunches (15x)	150€	23.76€
Guest Lectures	40€	-
Kai Lectures	10€	-
Panel on Sexual Violence	175€	160€
Financial Literacy Workshop	40€	-

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UCM TedX	70€	-
Workshop with United Netherlands	210€	200€
Panel on Mental Health	70€	-
Curriculum Fair	10€	-
Life After the Bubble	270€	-
Freiburg Exchange	220€	220€ (*)
Poetry Night (with Studium Generale)	50€	-
Fruitbowl	50€	-
Workshop with ECA	10€	-
Pizza with the Dean	110€	97.50€
Podcasts	40€	-
Bonding	200€	180.03€
TOTAL	1725€	881.29€

Executive Board

Notably, too much money was budgeted for Website Fees and too little money was budgeted for Bank Fees (6.25€ were taken out of contingency, the remaining fees are covered under the Spring 2023 Stopgap Budget). The main expenditure for the Executive Board is Contingency, an overview of which is given in the table on the next page.

Description	Allocated budget	Used budget
Bonding	150€	150€
Board Crewnecks (7x)	175€	175€
Bank Fees	80€	80€ (*)
Website Fees	250€	105.85€
Notion Account	95€	-

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Board Room Supplies	60€	55.49€
Printing	50€	-
Standing Banner	100€	-
Contingency	3,104€	1,574.14€
TOTAL	4,064€	2,140.48€

Contingency

Contingency is set at 10% of UCMSA's bank holdings, which was 3,104€ in the Spring 2023 semester. It is only used to cover unexpected expenses, e.g., when too little ticket income was made. In the Spring semester, comparatively many expenses had to be covered, as shown in the table below.

Description	Explanation	Amount
UCSRN GA Travel Compensation	The Social Board usually budgets for this but did not remember to. We still reimbursed the board member as they went to the GA specifically to represent UCM Students and our interests.	15€
UCM Album	The Music Committee budgeted for this subscription two semesters ago but forgot to budget for it again. This subscription pays a distributor to distribute the album on music platforms	19.99€

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	(Spotify, Soundcloud, Apple Music, etc.)	
Adobe Photoshop Subscription	As discovered this semester, Universalis has had this subscription for several semesters without being aware of it. It has now been cancelled.	144.33€
Sports Committee Lasertag	50ct less than expected were made in ticket income.	0.50€
Bank Fees	The budgeted bank fees were based on last semester's budget but did not cover the entire semester.	6.25€
Lost Merch	One item of merch was lost by board members and the student was reimbursed.	29.50€
UCSRN Contribution	UCSRN usually collects their membership contribution in the Fall semester. They did not this year and we forgot to budget for the contribution again in the Spring semester.	1,000€

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Spring Merch Sale	The online payment company took a cut off the student payments for merch (see challenges).	37.34€
Freiburg Deficit	Less money was made in ticket income than expected.	147.67€
Beer Deficit	Less money was made than spent. In the next semester, this will be considered in the budget.	173.56€

Social Board

The Social Board budgeted for potential newly formed committees, which The Gay Agenda made use of. As mentioned above, we made a deficit of 173.56€ on drinks (although it should be noted that we of course have leftover drinks in the cellar). Additionally, there is currently 128.12€ leftover cash in the board room (slightly more than usual as we found some envelopes with cash while decluttering).

Description	Allocated budget	Used budget
Bonding	200€	200€
Beginning of Period Drinks	80€	-
Committee Fair	345€	53.77€
UCSRN Tournament	1,810€	1,531.50€
Drinks	-€ (assumed to finance itself)	- (*)
Collaborations	200€	-
Racial Literacy Workshop	60€	-

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Valentines Day Prize	10€	10€
Potential New Committees	200€	66.77€
TOTAL	2,905€	1,862.04€

Art Committee

Description	Allocated budget	Used budget
Museum Trip	260€	244€
Wine Arts	30€	-
Punch and Paint	10€	-
Pottery Painting Workshop	105€	-
Art Exhibition	30€	-
Tie-dye/Upcycling Workshop	30€	23.99€
TOTAL	465€	267.99€

The Bell

Description	Allocated budget	Used budget
Writing Workshop	10€	-
Editing Workshop	10€	-
Release Party	20€	-
Printing	325€	320.46€
TOTAL	365€	320.46€

Book Club

Apart from their regular activities, the Book Club also organised a charity booksale in collaboration with the charity committee (see charity section).

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Description	Allocated budget	Used budget
Tea and Books	90€	44.87€
Literary Boardgame Night	10€	-
Book (Blind)Date	20€	-
Guest Lecture	20€	-
TOTAL	140€	44.87€

Charity Committee

Notably, another 51.58€ were spent on Waffle Wednesday Ingredients, but the reimbursement forms for this were sent after the cutoff date for this report.

Description	Allocated budget	Used budget
Waffle Wednesday Ingredients	300€	61.30€
Run Against Cancer Ticket Subsidy	75€	40€
Waffles at Art Committee Exhibition	25€	-
Charity Fairs	155€	-
TOTAL	555€	101.30€

Chess Committee

Description	Allocated budget	Used budget
Meet & Play Snacks (4x)	40€	35.43€
Tournament Snacks (3x)	30€	24.74€
Chess Boards	60€	-
TOTAL	130€	60.17€

Dance Committee

Description	Allocated budget	Used budget
UCSRN Tournament Outfits	100€	75.05€
TOTAL	100€	75.05€

Diversity & Inclusivity Student-led Committee

Description	Allocated budget	Used budget
Snacks for Talking Circles (14x)	140€	-
TOTAL	140€	-

Excursion Committee

The money for the Daalhoeve Excursion was fully used but could only be reimbursed after the report deadline. The same applies to the hike money, which was reallocated to be used for an easter egg hunt in the newly opened UCM garden. These expenses will be covered in the next financial report. Additionally, we encountered some issues with the cabin stay, as there was a lack of transparency about how much budget was spent on which expenses. This has been discussed with the board and resolved.

Description	Allocated budget	Used budget
Printing	20€	-
Eifel Hike	-	-
Cave Visit	45€	45€
Daalhoeve Excursion (with STEM)	48€	-
Hike	15€	-
Val Dieu Abbey	40€	-
Hike and Farm Visit	20€	-

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Bike Ride	40€	-
2 Night Cabin Stay	400€	400€
Picnic	39€	-
Overnight Bonfire	200€	-
Kayaking	120€	-
First Aid Kit	33€	29.99€
Bike Ride	30€	-
TOTAL	1,050€	474.99€

Film Committee

Description	Allocated budget	Used budget
Movie Screenings	238€	85.08€
Lumière Excursion	75€	-
Production Equipment	260€	199€
Production Screening	20€	-
TOTAL	593€	284.08€

Graduation Committee

The graduation committee privately collected the ticket income and paid the venue for the graduation party, without consulting the UCMSA treasurer. They made around 100-150€ in profit (exact amount to be determined), these will be collected and most likely donated next semester.

UCMSA is currently in the process of obtaining a complete transaction overview.

Description	Allocated budget	Used budget
Champagne Reception	300€	294.55€
Graduation Party	930€	757.80€
TOTAL	1,230€	1,052.35€

Hypatia

Description	Allocated budget	Used budget
Feminist Talking Circle Snacks (3x)	30€	-
Book Club Meetings Snacks (9x)	90€	19.25€
Posters and Stickers for Women's Day Protest	100€	67.50€
Bystander Training	200€	-
Queer Open Mic Night	60€	-
TOTAL	480€	86.75€

International Relations and Diplomacy Committee

Description	Allocated budget	Used budget
Movie Screenings Snacks (2x)	20€	-
Guest Lecture	10€	-
Debate Sacks	15€	-
Study Trip	450€	-
TOTAL	495€	-

Latin American Perspectives

Description	Allocated budget	Used budget
Get to Know Us Snacks	20€	10.82€
Latin Karaoke Night	20€	-

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Themed Get-Together	20€	-
Latin American Flavour Nights (2x)	300€	-
TOTAL	360€	10.82€

Le Roc

Description	Allocated budget	Used budget
Dance Sessions Snacks (13x)	30€	-
Rock'n'roll Gala	195€	139.01€
TOTAL	225€	139.01€

Music Committee

Description	Allocated budget	Used budget
Jam Session Snacks (6x)	60€	-
Singing Circle Utensils	25€	-
Singing Circle Snacks (12x)	60€	-
Karaoke Night with Party Committee	30€	-
Open Mic Night	50€	19.74€
Open Mic Nights – Performing Arts Committees Collaboration	25€	12.04€
Open Mic Night – Music Album Premiere	25€	-
Instruments	50€	-

TOTAL	325€	31.78€
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Party Committee

Description	Allocated budget	Used budget
Spring Fling	350€	193.25€
Summer Gala	1950€	863.25€
TOTAL	2,300€	1,056.50€

PINE

Description	Allocated budget	Used budget
Meeting Snacks (3x)	30€	-
Guest Lecture	10€	-
Workshop	25€	-
TOTAL	65€	-

Poetry Committee

Description	Allocated budget	Used budget
Poetry Evenings Snacks (7x)	70€	-
Poetry Evenings Utensils	40€	-
Women's Day Feminist Poetry Meeting Snacks	10€	-
Summer Booklet Launch	210€	147.20€
Campfire Poetry with Exco	30€	-
TOTAL	360€	147.20€

Rhetorica

Description	Allocated budget	Used budget
Workshops (2x)	30€	-
Debates (2x)	20€	-
TOTAL	50€	-

Society Future Science

Description	Allocated budget	Used budget
Meet the Committee Snacks	10€	8.10€
ChatGPT Forum Snacks	10€	-
Student/Tutor Forum (3x)	60€	8.45€
TOTAL	80€	16.55€

Spiritual Enlightenment

Description	Allocated budget	Used budget
Prohibition Party	137.75€	-
Arts and Wine (with Arts Committee)	65€	20.35€
Wine Picnic	200€	142.02€
TOTAL	402.75€	162.37€

Sports Committee

The Sports Committee slightly overspent on their Laser Tag event, meaning that 50ct had to be taken out of contingency. The three football matches against other UCs that the sports

committee had planned could sadly not all take place, but they requested to instead allocate the available budget to a match against a local team and a teams get-together evening.

Description	Allocated budget	Used budget
Skiing	300€	-
Ice Skating	40€	-
Football Matches (3x)	384€	149.70€
Laser Tag	130€	130€ (*)
Paint Ball	125€	-
TOTAL	979€	280.20€

STEM Committee

The budget for the Daalhoeve Excursion was fully used but could only be reimbursed after the deadline and is thus included in the next financial report.

Description	Allocated budget	Used budget
Daalhoeve Excursion (with Exco)	48€	-
Pub Quiz with SOFUS	130€	100.84€
Presentations Snacks	10€	3.91€
North Caves Visit	67.50€	-
Period-long Competition	20€	-
Plant Identification Picnic	20€	-
TOTAL	295.50€	104.75€

Theatre Committee

Description	Allocated budget	Used budget
Improv Nights Snacks (2x)	20€	-

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Watch/Sing-along Snacks (2x)	20€	-
Own Production	250€	153.58€
TOTAL	290€	153.58€

UCSRN Committee

Description	Allocated budget	Used budget
Court Rent for Trials (5x)	255€	25€
TOTAL	255€	25€

Well-being Committee

The Well-being Committee did not request any budget.

Yoga Committee

Description	Allocated budget	Used budget
Workshop	80€	-
Weekly Yoga Classes Snacks	50€	-
TOTAL	130€	-

Spring 2023 Charity Donation

The income and expenses of the charity committee are presented in this separate section, as all proceeds are donated rather than flowing back into the UCMSA budget. The donation will take place at the beginning of the upcoming Fall semester, as the Charity Committee has not yet held a vote on which charity to donate the Spring 2023 proceeds to. Across their Waffle Wednesday events, the Charity Committee raised a total of 467.51€ (55.86€ via SumUp and 411.65€ in cash). Additionally, the 113.87€ profit from the fruitbowl (covered in next financial report) were added to the charity donation, leading to a total amount of **581.38€** to be donated to the to-be-chosen charity in September. Furthermore, there is 44.10€ of left-over charity cash currently in the board room.

There have been three other noteworthy activities involving the charity committee in the Spring semester. First, on 9th March, the 383.68€ raised in the Fall 2022 semester were donated to the chosen charity of the Kangemi Resource Centre in Kenya. Second, the Book Club organised a charity book sale in collaboration with the charity committee. This was organised as a special event to donate to the Turkey and Syria Earthquake Fund by the Rode Kruis and raised a total of 193.50€ (combining payments via SumUp and cash). Additionally, 44€ from the regular book sale were donated, as not all book sellers claimed the income of their sold books. Third, apart from their regular Waffle Wednesdays, in May the charity committee also enabled several UCM students to take part in the Run Against Cancer, by subsidizing their ticket costs. For this, 40€ of the UCM budget were used (see previous section).

Spring 2023 Surplus Budget

During the Surplus/Stopgap/Election General Assembly on 25th May and the additional Emergency General Assembly on 20th June, a total of 2,449€ was approved for the Surplus Budget, as presented in this section. A total of 271.12€ were used as of the deadline for this report, with an additional 284€ for board sweatshirt being spent after the deadline for this report.

Executive Board

We have already received the board sweatshirts but not the invoice, thus the exact amount will be documented in the following financial report.

Description	Allocated budget	Used budget
Bank Fees	95€	65.15€
Board Sweatshirts (12x)	330€	tbd
TOTAL	425€	65.15€

Social Board

Description	Allocated budget	Used budget
Summer Bash	40€	-
Committees Thank You Event	250€	135€
TOTAL	290€	135€

Art Committee

Description	Allocated budget	Used budget
Art Supplies	40€	3.50€
TOTAL	40€	3.50€

Gardening Committee

This committee has been freshly revived in the Spring semester!

Description	Allocated budget	Used budget
“Breaking Ground”	85€	-
Weeding Workshop	15€	-
TOTAL	100€	-

Graduation Committee

Description	Allocated budget	Used budget
Contribution to Graduation Hoodies	60€	30.69€
TOTAL	60€	30.69€

The Gay Agenda

The Gay Agenda is a newly formed committee, so under the main Spring 2023 budget section it still falls under the Social Board. They technically did hold the two heartstopper screening they budgeted, however this was still taken out of the main budget.

Description	Allocated budget	Used budget
Heartstopper Screening Snacks (2x)	20€	-
Presentation Evening Snacks	10€	-
Reusable Pride Decorations	50€	36.78€
TOTAL	80€	36.78€

Music Committee

The Open Mic Night did happen but was held at UCM instead.

Description	Allocated budget	Used budget
Open Mic Night Venue	300€	-
TOTAL	300€	-

Party Committee

The FSE gala was sadly cancelled.

Description	Allocated budget	Used budget
FSE Gala Contribution	800€	-
TOTAL	800€	-

Sports Committee

Description	Allocated budget	Used budget
Bubble Football	144€	-
Paintball	180€	-
TOTAL	324€	-

Spring to Fall 2023 Stopgap Budget

As the Stopgap Budget is meant for the first two-to three weeks of the Fall 2023 semester, this section simply shows the approved budgets. The only exception is the Intro Days budget that the Social Board requested, which make up 2,000€ of the 3,992€. Within the timeframe covered in this report, 841€ were spent. Afterwards, an additional 143.62€ were spent, which will be covered in the next financial report.

Executive Board

Description	Allocated Budget
Board Bonding (for 3 board members)	150€
TOTAL	150€

Academic Board

Description	Allocated Budget
Board Bonding (for 4 board members)	200€
Community Lunches (2x)	20€
Mentor Programme	190€
Pizza with the Dean	110€
TOTAL	520€

Social Board

The postcard project was initially wrongly approved as part of the Excursion Committee budget in the General Assembly (as their chair requested it) but has been moved to the Social Board, as it aligns with their merch task.

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Description	Allocated Budget
Board Bonding (for 4 board members)	200€
Beginning of Period Drinks	20€
Intro Days	2,000€
UCSRN GA Travel Compensation	90€
Meet the Committee Events	100€
UCM Postcard Project with Imenda	200€
TOTAL	2,610€

Excursion Committee

Description	Allocated Budget
Overnight Stay Downpayment	200€
Beginning of Year Hike and Picnic	50€
TOTAL	250€

Film Committee

Description	Allocated Budget
Movie Screenings (3x)	42€
TOTAL	42€

Gardening Committee

Description	Allocated Budget
Getting back to Gardening	10€
TOTAL	10€

Music Committee

Description	Allocated Budget
Open Mic Night	20€
TOTAL	20€

Party Committee

Description	Allocated Budget
Freshmen Party	370€
TOTAL	370€

Society Future Science

Description	Allocated Budget
Speed Dating Snacks	10€
TOTAL	10€

Theatre Committee

Description	Allocated Budget
Meet the Committee Snacks	10€
TOTAL	10€

Expected Layover

Any expected layovers from committee budgets have been mentioned throughout the report. Additionally, we are set to receive a 100€ deposit back from the study association Aperture, as they borrowed equipment from us.

Review and Conclusion

With the transition to the Spring semester also came the transition to a new treasurer, which is always a bit messy but was overall successful. Added to the messiness, we had to deal with a bit of financial uncertainty, as we only received our semesterly contribution from UCM/FSE four months into the semester, but this was luckily also resolved. Overall, I am very pleased with how this semester went, as I successfully grew into my role as treasurer and feel that for example the communication between the Executive Board and Independent Body is going better than in previous semesters, due to a switch of communication platforms. In accordance with the IB, we for example formalised a policy change not to reimburse statiegeld and introduced a reallocation form, to more officially keep track of committee's reallocated spendings.

However, we also faced certain challenges as the UCMSA board and specifically the Executive Board this semester. There are six challenges that I would like to discuss in a bit more detail. First, several committees privately collected money from ticket sales, meaning that there was a lack of oversight of income and expenses. It is of course not allowed for committee members to receive money into their private bank accounts in this way, so we talked to the relevant committees and made sure to reemphasise this point in the next committee treasury introduction presentations. Second, we encountered some communication issues with committee members, e.g. in the form of committee members reallocating their budget without approval from the EB and IB. This also led to some conflict as one particular committee felt that we were being too strict, but this was overcome by organising a meeting with the committee, EB, and IB. In the future, we want to organise meeting between larger committees and the treasurer more often, to prevent such conflict from arising in the first place. Third, I noticed two mysterious incasso payments on our PayPal account, which after some investigation turned out to be subscriptions to a music distribution platform and to Adobe Photoshop. As the latter subscription had not been used since 2019, we cancelled it and to avoid such situations from occurring again we will avoid getting further subscriptions as much as possible. Fourth, the Social Acquisitions Executive and I noticed that we are currently losing money on our merch sales, as the payment company takes a cut of the payments that were not accounted for in the prices thus far.

Therefore, we will charge a bit more for merch in future semesters to account for the cut taken. Fifth, despite reminders, some committees handed in reimbursement forms late, meaning that they will have to be included in the next financial report. Sixth, quite a lot of money had to be taken out of contingency this semester, due to oversights like a lack of rebudgeting an expense that was not yet made in the previous semester. This is in part due to the transition into a new treasury and we will explicitly try to improve communication on this for the next transition.

Despite these challenges, the EB still looks back on a very positive semester and is happy about the many nice events that were organised by UCMSA's various committees, and the behind-the-scenes work that we did to facilitate them. For the next semester, we want to avoid all the mishaps discussed in the previous section and continue to encourage committees to use their allocated budget to the fullest. Additionally, we will receive an almost entirely new UCMSA board, giving us to opportunity to hear new voices and integrate new ideas.

Accompanying Documents

For a complete overview of all financial activity of UCMSA Universalis in the Spring 2023 semester, please consult the following accompanying documents: (1) the Spring 2023 Cash Flow, (2) the Spring 2023 Rolling Budget, (3) the Surplus/Stopgap Rolling Budget, (4) bank statements for the relevant period, and (5) the folders of all reimbursement-, internal payment, and internal income forms.

Jola Gockel,
UCMSA Universalis Treasurer Spring 2023