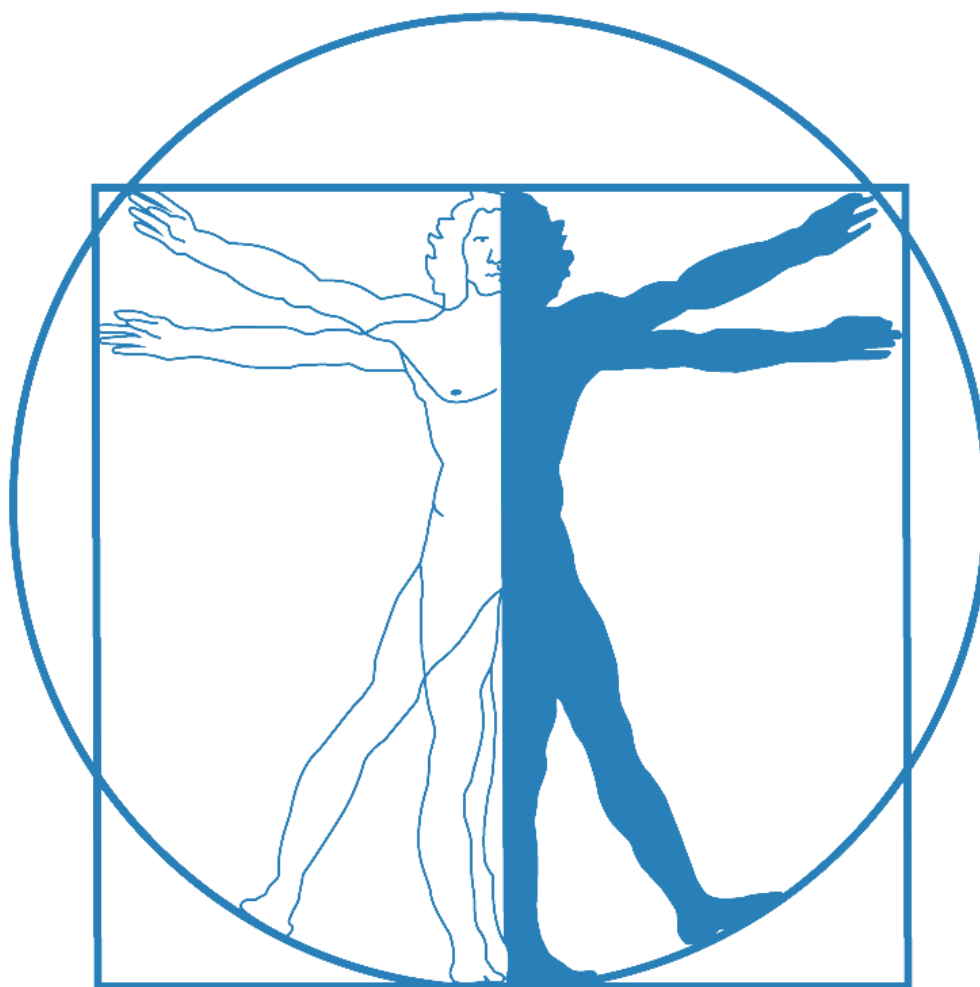


UCMSA  
Universalis  
Financial Report  
Spring 2015



Maastricht, July 10<sup>th</sup>, 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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## Actualisation Fall 2014

The following is the actualisation of Fall 2014, an update on the previous semester report in which only the income and expenses up until that point were included.

<b>Discretionary Expenses</b>	<b>Allocated</b>	<b>Spent</b>	<b>Income</b>	<b>Surplus</b>
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	€ 256,73	€ 0,00	€ 143,27

UCSRN	€ 2.500,00	€ 2.211,85	€ 924,00	€ 1.212,15
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	€ 150,00	€ 0,00	€ 350,00
Christmas week	€ 500,00	€ 649,81	€ 280,00	€ 130,19
Promotion	€ 100,00	€ 85,19	€ 0,00	€ 14,81
Academic Council expenses	€ 650,00	€ 791,62	€ 174,00	€ 32,38
General events	€ 1.030,00	€ 324,21	€ 0,00	€ 705,79
Committees	€ 4.755,44	€ 9.414,79	€ 6.353,40	€ 1.694,05
Unexpected	€ 1.083,19	€ 837,47	€ 0,00	€ 245,72
<b>Total</b>	<b>€ 13.000,00</b>	<b>€ 16.236,30</b>	<b>€ 7.815,40</b>	<b>€ 4.579,10</b>

## Committees

<b>Committee Expenses</b>	<b>Allocated</b>	<b>Spent</b>	<b>Income</b>	<b>Surplus</b>
Arts	€ 216,00	€ 183,67	€ 0,00	€ 32,33
Book Club	€ 30,00	€ 0,00	€ 0,00	€ 30,00
Charity	€ 384,00	€ 1535,95	€ 1.195,40	€ 43,45
Dance	€ 0,00	€ 0,00	€ 0,00	€ 0,00
EXCO	€ 1.225,00	€ 5,030.14	€ 4.025,00	€ 219,86
Feminism	€ 30,00	€ 24,80	€ 0,00	€ 5,20
Gastronomy	€ 325,00	€ 502,04	€ 260,00	€ 82,96
GECCO	€ 124,50	€ 112,95	€ 33,00	€ 44,55

Magazine	€ 424,00	€ 694,48	€ 80,00	€ -190,48
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
<b>Total</b>	<b>€ 4.755,44</b>	<b>€ 9.414,79</b>	<b>€ 6.353,40</b>	<b>€ 1.694,05</b>

## Overview of realisation per category 23-6-2015

The following shows the income and expenditure that was budgeted for this semester. There are still some expenditures that apply to this budget but which will be booked in Fall 2015.

<b>Discretionary Expenses</b>	<b>Allocated</b>	<b>Spent</b>	<b>Income</b>	<b>Surplus</b>
T-shirts	€ 120,00	€ 120,00	€ 0,00	€ 0,00
Budget Weekend	€ 300,00	€ 300,00	€ 0,00	€ 0,00
Google Apps	€ 168,00	€ 140,00	€ 0,00	€ 28,00
Introdays August 2015	€ 500,00	€ 0,00	€ 0,00	€ 500,00
Administration and supplies	€ 400,00	€ 343,13	€ 0,00	€ 56,87
Drinks (beginning of period & midterm recovery)	€ 300,00	€ 300,00	€ 0,00	€ 0,00

Bank Fees	€ 114,42	€ 66,50	€ 0,00	€ 47,92
Graduation	€ 500,00	€ 0,00	€ 0,00	€ 500,00
Summer week	€ 750,00	€ 588,46	€ 0,00	€ 161,54
Promotion	€ 100,00	€ 129,62	€ 0,00	-€ 29,62
March Lecture Series	€ 200,00	€ 34,20	€ 0,00	€ 165,80
UCSRN Tournament	€ 50,00	€ 1.313,49	€ 874,50	-€ 388,99
Easter Egg Hunt	€ 30,00	€ 16,00	€ 0,00	€ 14,00
Academic Council expenses	€ 837,00	€ 758,44	€ 418,00	€ 496,56
General events	€ 1.030,00	€ 21,79	€ 0,00	€ 1.008,21
Committees	€ 7.434,48	€ 8.556,82	€ 4.756,44	€ 3.634,10
Unexpected	€ 166,10	€ 441,36	€ 0,00	-€ 275,26
<b>Total</b>	<b>€ 13.000,00</b>	<b>€ 13.129,81</b>	<b>€ 6.048,94</b>	<b>€ 5.919,13</b>
12.5 Event (From left over money Fall 2014)	€ 2000,00	€ 456,18	€ 0,00	€ 1.543,82
<b>Total</b>	<b>€ 15.000,00</b>	<b>€ 13.585,99</b>	<b>€ 6.048,94</b>	<b>€ 7.462,95</b>

Overview of realisation per committee 23-6-2015

<b>Committee Expenses</b>	<b>Allocated</b>	<b>Spent</b>	<b>Income</b>	<b>Surplus</b>
Arts	€ 289,00	€ 14,19	€ 0,00	€ 274,81
Book Club	€ 70,00	€ 0,00	€ 0,00	€ 70,00
Charity	€ 403,50	€ 320,85	€1.876,44	€ 1.959,09
Dance	€ 250,00	€ 250,00	€ 0,00	€ 0,00
EXCO	€ 1.500,00	€ 1.641,40	€ 102,00	-€ 39,40

Feminism	€ 222,00	€ 94,75	€ 0,00	€ 127,25
Gala Team	€ 1.500,00	€ 2.789,60	€ 1.098,00	-€ 191,60
Gastronomy	€ 375,00	€ 2.025,71	€ 1.680,00	€ 29,29
GECCO	€ 125,00	€ 17,95	€ 0,00	€ 107,05
Magazine	€ 430,00	€ 213,84	€ 0,00	€ 216,16
Music	€ 829,98	€ 622,73	€ 0,00	€ 207,25
Party	€ 490,00	€ 0,00	€ 0,00	€ 490,00
Politics	€ 650,00	€ 430,80	€ 0,00	€ 219,20
Sports	€ 50,00	€ 135,00	€ 0,00	-€ 85,00
Theatre	€ 250,00	€ 0,00	€ 0,00	€ 250,00
<b>Total</b>	<b>€ 7.434,48</b>	<b>€ 8.556,82</b>	<b>€ 4.756,44</b>	<b>€ 3.634,10</b>

## 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)	€181.20	€180.82	€0.38
Fair Friday & Sustainable Study Material Sale (still needed to make 678.76 euro to make up for the losses from the last two semesters)	€670.32	€255.58	€414,74
Second Hand Book Sale (couldn't be reimbursed)	€145,00	€0,00	€145,00

## 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
Board Weekend	Accomodation Board weekend	1	€ 268,45
Active Members Night	Payment Dinner Active Members Night	3	€301,40
Jazz Night	Payment Band	10	€300,-
Donation Liv Livres Solidaire	Donation based on the money Charity Committee generated during Fall 2014	25	€1195.40
The Bell	Printing Costs Issue #2 of this year	26	€305,28
Dinner With Freiburg (AC)	Dinner with the Freiburg people at Donatello's was paid back by everyone	40	€288,90
Merchandise Sale	Order of Merch Sale, was all paid for	72	€468,20
Blind City Trip	Busses from the airport to the city and back	75	€393,93
Welcome dinner Richard	Cato dinner Welcome Richard, was paid for by UCM	76	€265,-
Blind City Trip	Busses from Maastricht to Airport and back	87	€750,-
Blind City Trip	Payment of Hostel	88	€1.502,46
UCSRN Tournament	Contribution so AUC did not have to pay for all cost initially as their budget would not cover that	92	€800,-
UCSRN Tournament T-Shirts	T-Shirts for all participants of UCSRN Tournament	96	€508.97
Drumkit for Music Committee	Complete Drum Kit	103	€324,28
Busses to and from UCSRN	Busses to and from Amsterdam, the one there was covered by the UCSRN budget	108	€1650,-
Costumes Dance Committee	Costumes for the dancers during UCSRN Tournament	115	€250,-
EuroMUN	Contribution to UCM politics society delegates of EuroMUN	116	€330,-
Laser Tag	Laser tag during summer week, tickets will be sold > see fall 2015	159	€805,-
Cantus	Rental of the Beurs and drinks, costs were mostly covered by ticket sales	167	€663,-
Travel Monopoly	NS daytickets for travel monopoly will be partially covered by ticket sales income > see fall 2015	168	€279,80



Food at Gala	Food served during the Gala, partially covered by ticket sales	174	€1.117,40
Accommodation Gala	Accommodation for the Gala, partially covered by ticket sales	175	€1.360,37
Merchandise Sale	Order of Merch Sale, was all paid for	187	€515,15
Gastronomy Wine Trip	All things paid during the wine trip, was mostly covered by ticket sales.	191	€1.676,51
12.5 Anniversary event	Food and equipment for anniversary event.	194	€458,18
Train tickets for Brussels trip	Train tickets, were partially covered by ticket sales.	198	€285,00
Summer soiree food	Food served during the summer soiree, partially covered by ticket sales	206	€508,80
Blind City Trip	Flight Tickets paid by credit card, partially covered by ticket sales	209	€864,56

### Expected Actualisation of Spring 2015

<b>Discretionary Expenses</b>	<b>Allocated</b>	<b>Spent</b>	<b>Income</b>	<b>Surplus</b>
T-shirts	€ 120,00	€ 120,00	€ 0,00	€ 0,00
Budget Weekend	€ 300,00	€ 300,00	€ 0,00	€ 0,00
Google Apps	€ 168,00	€ 168,00	€ 0,00	€ 0,00
Introdays August 2015	€ 500,00	€ 500,00	€ 0,00	€0,00
Administration and supplies	€ 400,00	€ 343,13	€ 0,00	€ 56,87
Drinks (beginning of period & midterm recovery)	€ 300,00	€ 300,00	€ 0,00	€ 0,00
Bank Fees	€ 114,42	€ 93,10	€ 0,00	€ 21,32
Graduation	€ 500,00	€ 500,00	€ 0,00	€ 0,00
Summer week	€ 750,00	€ 588,46	€ 0,00	€ 161,54
Promotion	€ 100,00	€ 129,62	€ 0,00	-€ 29,62
March Lecture Series	€ 200,00	€ 34,20	€ 0,00	€ 165,80
UCSRN Tournament	€ 50,00	€ 1.313,49	€ 874,50	-€ 388,99

Easter Egg Hunt	€ 30,00	€ 16,00	€ 0,00	€ 14,00
Academic Council expenses	€ 837,00	€ 758,44	€ 418,00	€ 496,56
General events	€ 1.030,00	€ 584,29	€ 0,00	€ 445,71
Committees	€ 7.434,48	€ 8.556,82	€ 4.756,44	€ 3.634,10
Unexpected	€ 166,10	€ 441,36	€ 0,00	-€ 275,26
<b>Total</b>	<b>€ 13.000,00</b>	<b>€ 14.746,91</b>	<b>€ 6.048,94</b>	<b>€ 4.302,03</b>
12.5 Event (From left over money Fall 2014)	€ 2000,00	€ 2000,00	€ 0,00	€ 0,00
<b>Total</b>	<b>€ 15.000,00</b>	<b>€ 16.746,91</b>	<b>€ 6.048,94</b>	<b>€ 4.302,03</b>

## 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

Making the budget was a lot easier this semester compared to last semester. First of all committees seemed to be willing to be more active and had more plans in their semester plans so the budget seemed rather tight with not a lot of money left for unexpected events, but as there was budget left from Fall 2014 I did not see this as a problem.

Unfortunately committees did not end up spending the budget they had requested which has left us with quite a bit of money left over from this year. This meant that we ended up spending the money on events ourselves, such as the cantus and 12.5 anniversary event.

### BUDGET GA

The beginning of this semester was slightly stressful as I was writing the financial report of last semester as well as trying to make a reasonable budget for this semester. In the end it all worked out fine and the budget GA went well. We decided to try and make it more interactive by having all committee treasurers present their own budget. This is not only to have them more involved but they can also explain better what they want to use the money for as they have more insight in the exact intend of the committees, therefore when questions

are asked they can answer them more suitably than I would have been able to. Therefore I think this worked out very well and would recommend it for future GA's.

## **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 lost faith in this system, which can also be seen by the number of orders place on the webshop. Therefore we started looking at alternatives. Dominicanen has proposed a deal, where they would sell the UCM study books in their store for the same discount as we get at StudyStore. The only problem we've encountered is the fact that we still have a contract with StudyStore till the end of next year. Therefore it will be up to the new board to make the changes in the book sales.

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. The second hand book sale could use some more promotion so people hand in their books with us so we can offer more books to potential buyers as we often have had to tell people we are 'sold out' for certain books.

## **MERCHANDISE**

We decided to expand our merchandise with some new stuff and I think in general the system where we order them for people works really well. You don't have the large stock issues that some previous reports talk about anymore and people seem happy with the merchandise.

## **SUMMER WEEK**

I was part of the summer week team as we split the board in two divided over summer week and the 12.5 anniversary event. Initially committees seemed very happy to do things during summer week and we kind of relied on the fact that they would therefore also organize it. This was a big mistake, we should have kept in touch more and asked them how the organizing was going as a lot of the activities that were planned did not happen in the end as the committees told us last minute that they were unable to do it.

Tip for next year therefore is keep checking with the committees whether they are actually organizing the things they say they are organizing, this actually goes not only for

summer week but for the whole semester in general as a lot of the plans that were presented in the beginning of the semester did not end up happening either.

The board event during the summer week, the summer soiree, was organized, but we needed a change of plans for the 12.5 event due to the weather so we ended up combining them, and that actually worked out rather well.

## **TRANSITION**

The transition period went very well I think. I've had several individual meetings with Suzanne and I think she is well enough prepared to do a good job next year. Looking back on what I could have improved as a tip for next year is probably talk less and show more. I think I said a lot of key information that might have registered better if I would have showed it at the same time. Suzanne knows she can ask me anything anytime, so I am sure it will work out in the end.

## **ACTIVE MEMBER'S NIGHT**

The last thing I organised for this year was the active member's night. Initially I tried to set up an excursion with Hoeve Nekum, however, they did not reply to anything, not even direct calls, therefore we ended up going to the Apostelhoeve which was a bit more expensive, but we did stay within budget so I do not see that as a problem.

The active member's night itself was really nice, and I hope that it helped to keep the active members of this year motivated to stay active next year as well.

I have really enjoyed this past year as part of the Universalis board. It feels really good to do something back for the amazing UCM community. I hope the money has been spent to everyone's satisfaction and that you have enjoyed the events that did end up happening, I certainly did.

For personal feedback or questions, please contact me via [lian.swinkels@student.maastrichtuniversity.nl](mailto:lian.swinkels@student.maastrichtuniversity.nl). For general question you can also contact my successor Suzanne Nusselder via [treasurer@ucmuniversalis.com](mailto:treasurer@ucmuniversalis.com) or [universalis-treas@maastrichtuniversity.nl](mailto:universalis-treas@maastrichtuniversity.nl).

Lian Swinkels

UCMSA Universalis Treasurer for the academic year of 2014-2015