

# Audit Report of the Independent Body on the Finances and Activities of UCMSA Universalis

*Fall Semester of 2014*

**Responsible:**

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## Introduction

In accordance with the Organizational Statutes of UCMSA Universalis and practices established over the past years, the Independent Body's most central function is to conduct a regular financial and non-financial audit of the organization.

The report at hand is the result of this audit for the time frame of the fall semester of 2014, including the weeks before summer since the takeover of the new board of Universalis.

The report is divided into three major sections, firstly the financial audit (p. 3), then the non-financial audit (p. 9), and finally a conclusion with a short discussion and a number of recommendations. It serves as such to give the members of the organization an insight into the books, as well as providing the current and future treasurers with guidelines for more transparency in his/her bookkeeping.

The Independent Body is delighted that the way the organization's finances have been handled have become increasingly clear and transparent since the first Independent Body took up its work almost two years ago. Though there are a number of minor issues, there have been no significant inclarities. As a result, the Independent Body sees no necessities to propose any further motions for this GA, resulting in the lack of this section in the report at hand.

Should there be any questions on the report, they may be friendly directed to [independentbody@gmail.com](mailto:independentbody@gmail.com) or to any of the members of the Independent Body.

Sincerely,  
Dominic Gohla

## I. Financial Audit

### Technical Issues

*Form no. 2*

A signature is missing on the form.

*Form no. 5*

The receipt is difficult to read.

*Form no. 10*

Attached is a "pashoudersbon" which is not an actual receipt since it does not list the items and their descriptions separately.

*Form no. 19*

Proof reimbursement to Hannah €43,41 lacking.

*Form no. 20, 22, 37, 75, 78, 98, 112, 164, 187, 188 and 215*

Firstly, there are no receipts or other statements from ABN Amro to proof that these costs were necessary. Secondly, the monthly fee has been raised but no explanation is given. Lastly, form no. 78, 98 and 188 are random amounts of money which are not explained and which also do not have a specification in the bank statements. These issues could be resolved by contacting the bank and asking for specifications of the costs that were made.

*Form no. 23*

This transaction cannot be found in the bank statements from ABN Amro.

*Form no. 25*

A receipt is missing.

*Form no. 35*

One receipt of €2.05 is missing. Furthermore, the reimbursement is a high amount and should therefore not be reimbursed in cash if not necessary.

*Form no. 40*

A receipt is missing.

*Form no. 48*

A large amount of money has been received and no proof is attached. This issue could be solved by attaching a printscreen of the online transaction.

*Form no. 73*

The amount of money that was reimbursed does not add up from the receipt. It seems that proof of the transactions that were made is missing. Since it was probably due to the use of OV-chipcards, this issue could be resolved by attaching a screenshot from the online overview of transactions which can be found on the website <https://www.ov-chipkaart.nl/?taal=en> under "My OV-chipkaart" or an estimation of costs from the website [www.9292ov.nl](http://www.9292ov.nl).

*Form no. 88 and 89*

Together these forms make up €4.48 + €14.20 = €18.68 to be reimbursed to the same person. However, only €14.68 was transferred judging from the bank statements. This is a difference of €4.00.

*Form no. 94*

The reimbursement occurred in both cash and an online transaction yet in the cashflow excel sheet it is indicated as a transaction only. This is confusing and, more importantly, judging from the bank statements it seems like a considerable amount of money was not reimbursed. This issue could be solved by introducing a third category called "cash and transaction" for reimbursements.

*Form no. 108, 204 and 232.*

It is unclear how income and expenses are kept track of for the Second Hand Booksale and the Merchandise. This could be resolved by having two separate forms, one for the income and one for the expenses of the books sold and reimbursed.

*Form no. 110*

The cashflow excel sheet states the incorrect amount: €195.65 should be €192.65 (based on the receipt and bank statement). This is a difference of €3.00.

*Form no. 131*

A specification of the payment is lacking.

*Form no. 137*

Only €24.50 was transferred to reimburse for pizzas whereas this should have been €24.80. This is a difference of €0.30.

*Form no. 176*

The receipt does not add up to the total amount.

*Form no. 182*

The original receipt is missing, and the photocopy is difficult to read.

*Form no. 184*

A specification of the payment is missing.

*Form no.32, 38, 99, 130, 184, and 189*

A specification of the payment is missing. The expense "Credit Card Payment" is ambiguous, because the expenses made are unrelated. Therefore, every expense made with credit card should be specified and treated separately.

*Form no. 186*

There is no statement of or reference to the financial agreement that was made with the student.

*Form no. 189*

This is partially a payment by the Music Committee which is neither specified on the form, nor in the cashflow excel sheet.

**Content Issues***Form no. 1*

The amount of drinks sold, and the price of drinks should be specified to make clear of what the income constitutes of.

*Form no. 2*

The selling of leftover day-passes is a good idea. However the day-passes have been purchased already in Spring semester 2014, and hence there should be a reference to the initial spending.

*Form no. 5*

The beneficiary of the reimbursement was the treasurer herself. For reasons of transparency, there should be a second signature (from the President) on the form.

*Form no. 10*

The form does not provide an indication of the expense "Mooswief", if possible write down a product description, price and quantity to clarify what the expense is.

*Form no. 16*

The posters printed by the Theater society at the DocShop amount to 17€. However, it is not allowed and not necessary to print at the DocShop. This expense that could be avoided if members are sufficiently informed about the Universalis print regulations.

*Form no. 21*

The form does not provide a reason for the income, and it misses reference to what expenses have initially been made at the UCSRN Summit.

*Form no. 24*

The Academic Council (AC) did not hand in a specific budget allocation for Spring 2014, when the expense was made. The Universalis Treasurer reserved budget (€500) for them, but the AC did not discuss their plans with the Treasurer nor request permission for this expense. It was unfortunate that the AC had to cancel its event; this may have been avoided by better collaboration between the AC and the Universalis Social Board. The Board could have advised the AC on events including bus transportation and the cancellation fee for this bus could have been avoided. The AC should hand in a budget allocation before the presentation of the Universalis Budget Allocation to the General Assembly and the AC and the Board should collaborate better and improve internal communication.

*Form no. 31*

UCSA received leftover money from a committee. It is unreasonable to book leftover money, because the treasurer's task is to book expenses, and reimburse people based on expenses they have made.

*Form no. 32*

For the bus that has been booked it should be specified by whom and for what this has been done.

*Form no. 52, 56, 64, 69, 70, 95, 96, 103, 120, 134, 144, 154, 163, 166, 178, and 233*

The indicated beneficiary of the money raised by the Charity Committee is Livre Solidaire. However, the first beneficiary is Universalis.

*Form no. 108*

The bank statement should specify the respective Period of the Book Sale.

*Form no. 125+132*

The costumes and decoration are used only once, it would be of interest if the costumes remain in the hands of Universalis and may be used a second time.

*Form no. 138*

The bus to Utrecht for the Board amounts to 500€, which is a large expense. It is questionable if the bus was needed, and why it has been chosen over the alternative to use the train.

*Form no. 156*

The reimbursed ticket lacks specification with regard to who used the train, why he/she did so, and what other students did. (Did they used the bus?)

*Form no. 191*

Poster promotion is not allowed and needs exceptional reasons provided by the Academic Council.

*Form no. 200, and 214*

The receipt is on two vans. Only one van has been used for a larger distance, while the second van only made less than 20km. The question is for what this van has been used, and how to justify renting two vans.

*Form no. 203*

The bill includes 300 euros that have been charged for changing flights. It should be justified why changing flights was necessary at all.

*Form no.229, and 230*

There are two reimbursements made for the same guest lecturer, and the same kind of gift (chocolate). It is necessary to justify why two gifts are needed and this should be questioned by the treasurer.

## **Organizational Issues**

*Form no. 39*

The Board members' T-shirts were ordered with emergency delivery service, rather than with ordinary delivery service, resulting in unnecessary costs. This likely happened to obtain the T-shirts in time for 'Intro Days'. T-shirts should be ordered well in advance to avoid additional costs.

*Form no. 186*

It is recommended that internal payment of students should be specified by rules in the future, and always be written down in form of a contract.

*Form no. 197*

Both the current and past Boards of Universalis were aware of the fact that the association's safe, in its current condition, is no longer up to par. Form no 197 states costs for breaking open the safe because it could not be opened with the code; this should not be necessary. The Treasurer should always have two available ways of opening the Universalis safe; in case the safe cannot be opened with the code there must be a [reliable] alternative of opening the safe. The Board should discuss possibilities of enhancing the safe-keeping of the association's money and do everything in its power to make sure [money from] the safe cannot be stolen.

*Form no. 202*

Universalis collaborated with UCM when ordering merchandise; part of the order was required by Universalis and the other part was required by Kelly Moonen, in name of UCM. While the

order and payment were performed by Universalis, its books state no evidence of UCM ever paying back Universalis for its part of the order. No mention of an invoice or comparable material to UCM was made in the financial books. The Independent Body therefore wonders whether the Universalis Treasurer has already set the UCM reimbursement in effect. The Policy Manual's Financial Guidelines state UCM should receive an invoice from Universalis within two weeks after the expense was made.

*Form no. 205*

50 EUROS were stolen here but not clearly identified. The transaction as documented simply stated 50 EUROS less than it ought to; the stolen amount was subtracted from the received payments. In case of theft this should be clearly identified in the financial documents.

## II. Non-financial Audit

- *Document availability:* The list of documents available on the website of Universalis is incomplete as it does not have all required documents available. The policy manual (spring 2013) requires the board to adhere to the criteria concerning the provision of the agenda and motions within their time limit beforehand.
- 3.6.4.requires the board to “publish motions no later than two weeks before the GA. Whether this requirement has been fulfilled cannot be checked for previous GA’s for this fall semester, because there are no minutes available to see whether motions have been issued. There is also not an overview available with dates of other previous requested and approved or disapproved mandates. Furthermore, also the agenda should be made public a week before the GA, which cannot be checked for the first GA of the fall semester. Regarding the GA of the 19th of january, in the minutes can be read that a mandate has been brought forward, and accepted. However, an application dated 2 weeks before the GA cannot be found on the website. Also, the agenda was not sent in time.
- Minutes of the latest GA of 19th of january are the only minutes available on the universalis website. Other minutes should be available as well, to give members the opportunity to check those if they wish. This is a recommendation for the next semester.
- Policy manual September 2014 is the latest policy manual. Changed policies have not been recorded in an updated version yet, for example the composition of the board which consisted of six board members contrary to the 7 according to the policy manual. This means that the current board is not adhering to the (outdated) policy manual, even though this may be justified with accepted mandates. In order for the policy manual to be an useful guideline for its Members and the board itself, changes or additions should be included in an updated policy manual, or the accepted mandates should be accessible for all its members.

### III. Conclusions, discussion and recommendations

#### *Academic Council*

- Just as the social board, the Academic Council should also submit a budget plan at the beginning of the semester
- If the Academic Council cannot justify its budget before the semester, there should in the future be a consideration about reducing its budget allocation

#### *Bookkeeping*

- When a new treasurer takes over, the departing one should close his/her books for review. The incoming treasurer's task should be to finish the realization until the end of the semester and present this realization at the next GA.
- When buying from stores that issues a "total only" receipt, write down a list of bought items manually to ensure accountability.
- Include the documents and bank receipts of the savings account when handing everything to the Independent Body for review.
- For the Charity Committee, book for income during the semester Universalis as the beneficiary. Only for the final donation, the beneficiary is the actual charity organization
- Make income transactions more transparent and detailed in the books, currently there is little record on the income site.
- Credit card transactions should always include on the bookkeeping sheet a detailed list of the individual expenses on the credit card bill in question.
- Sort transaction forms by committee and indicate on the forms the allocation for the committee.

#### *Transportation*

- When travelling by public transport and using the OV chip card, either include a screenshot of the online card balance or of the online fee estimate for reimbursement (for example from [www.9292ov.nl](http://www.9292ov.nl)).

#### *Book sales*

- Second-hand book sale
  - Require everyone to leave a bank account and detailed contact possibilities. Make clear that without these information, there will not be a reimbursement.

- Book income from sale at the beginning of the period as one item in the books.
- Use separate form to list all reimbursements as expenses.
- Book-order possibility
  - After the problems with this activity over the last years, evaluate within board and among the student body if this service is really worth the effort that it means for the board to organize.

### *Miscellaneous*

- Make sure that the safe is attached to something immobile (wall, floor, ...)
- Make sure there are only necessary amounts of cash in the safe, i.e. sums that you actually need for day-to-day transactions.
- Give overview of the UCSRN budget allocation.
- Pay attention to publication deadlines.
- Pressure committees better to realize the budget that they have requested. Having treasurers present their budget request at the GA is a good step in this direction.