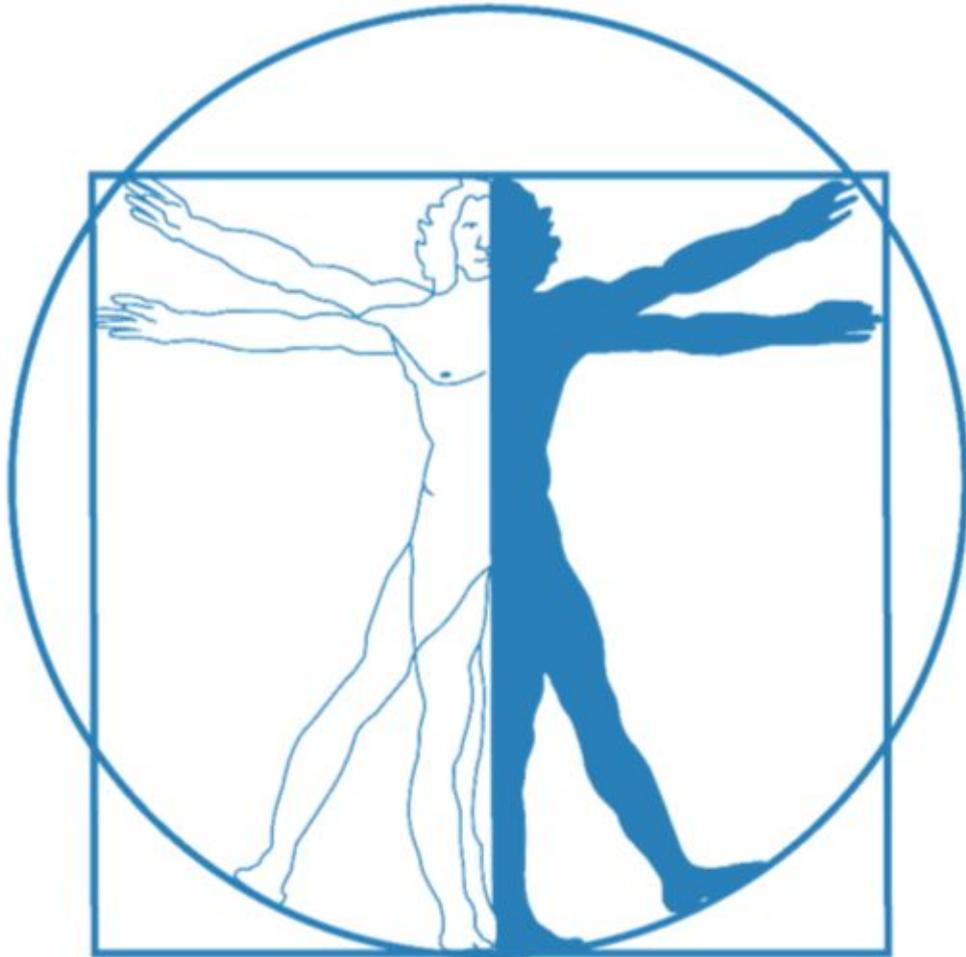


UCMSA Universalis

Audit Report

Fall 2018



Compiled and Written by the Independent Body of Spring 2019
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Presented at the Budget GA Spring 2019
27.02.2019

Purpose of this document

This audit reflects and reports on the Fall semester of 2018. It was compiled pursuant to Article 14 § 3 of the Statutes (old), Article 8 § 5.5 (new). It encompasses a general review of the finances, a review of UCMSA Universalis' policies, and recommendations to the association.

Financial Audit

We found no transactions which lacked documentation. There were several transactions which lacked itemized receipts and/or invoices, however the IB is confident that the funds were spent in the described manner. These transactions include beer orders, procurements of office supplies, among other routine transactions.

Credit Card:

Universalis is being charged at least once a month for a credit card which is not owned by the Association, nor directly linked to the activities of the Association. In the past it was assumed that this card was charged for the upkeep of the website and domain, yet the problems which the Board experienced this semester would seem to contradict this assumption. In total the Association was charged € 379.42 this semester. The IB would recommend that the Board do everything in its power to prevent further charges from the card as soon as possible.

Non-Financial Audit:

Planning of Events:

Universalis committees seem to have had a difficult time planning events which they followed through on, this is reflected in the large budget remainder which the Association had at the end of the semester. The IB would like to encourage the Social Board, the AC and all committees to be realistic in their semester planning, so as to make the best use of the funds at our disposal.

Ticket Sale and Ticket Prices:

We found that there were multiple events which turned a surplus due to ticket sales, this is unnecessary. While we understand that we do not want to place the entire burden of financing events on the association, it is less reasonable to impose barriers to entry on UCM students. The mission of the Association is to serve UCM students, not charge them for participation in association events. Furthermore, due to the fact that any surplus is returned to the Association's general fund, surpluses from events can be interpreted as an additional levy of fees on members, which may be in violation of the Statutes. We would encourage organizers to plan accordingly.

Recommendations

Cash

It was disclosed that some reimbursements were provided in cash. While there were no issues with this process this semester, the IB recommends that a standard procedure for this be developed and included in the Policy Manual.

Financial Regulations

The IB is satisfied with the revision of the Statutes which was undertaken last semester, and looks forward to the revision of the Policy Manual in the coming semester. Of particular concern are the financial regulations, which have been found lacking in both substance and guidance in certain circumstances. Of particular concern are the regulations on surpluses, budget overruns, contracts and food items.

As regards surpluses. We would like the Policy Manual to specifically clarify that committee budgets does not roll over from one semester to the next.

As regards budget overruns, a more specific system which allows the board flexibility in its decision making, while also leaving budgeting power with the GA must be developed. Current policy mandates that the GA be informed of unexpected items over 5% of the Semester budget, this has been unenforced and is vague in its requirements. It may be preferable to allow the GA to vote at the Budget GA on a sum total which the Board is allowed to expend with as it sees fit for unforeseen circumstances, with any higher expenditures requiring a vote at the GA. Such a fund could also draw from any surplus which may be left towards the end of the semester. Such regulations would allow us to use our money more appropriately.

As regards contracts. The IB would like to reiterate that only the Board has the authority to sign contracts, and that committee members may not do this themselves. It would be beneficial for the Board to clarify to members what constitutes a contract, write in the Policy Manual regulations to this effect, and enforce these rigorously.

As regards food items. We recommend revisiting UCMSA's policy regarding the reimbursement of meals. While we are aware that there is a history of some committees charging the Association for weekly dinners, more specific regulations and clarification is needed.

Concluding words

The IB would like to thank the Board, the AC and all committees for their work last semester and recommends **approving** the financial report of Fall 2018.

Yours sincerely,

The Independent Body, Spring 2019.