



University College Student Representatives of the Netherlands

Budget Proposal 2017 – 2018

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Proposal published on September 15, 2017

Prepared for the General Assembly of September 30, 2017

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Dear all,

Financial year 2017 – 2018 will be the third full financial year of the UCSRN. Last year, unfortunately the Academic events were not able to be organized. This resulted in our [equity](#), rising to ca. € 5.000, and as last year, we are a financially healthy organisation. This year's budget is characterized by a new way of budgeting and organising events, the lower contribution fee, and further developing our lobbying strategy. The structure of this document will be similar to that of last year, to give a clear overview and hopefully sound explanation of this year's budget.

In accordance with article 12.3 sub iii [Statutes](#) the draft budget 2017 – 2018 will be presented and discussed at the first General Assembly of the financial year. This General Assembly will take place on Saturday September 30, 2017 at University College Utrecht.

This document entails 4 parts: (1) a [summary](#) for those that require essential but not detailed knowledge of this document, (2) some comment on [Extra Muros' request](#) to join the UCSRN (3) proposed amounts for the different [travel cost reimbursements](#) possibilities, (4) the majority of this document consists of [the budget](#) (balance sheet per 01/07/2017 and statement of revenue and expenses commented per post), (5) we will take a short look at [the future](#) of the UCSRN from a financial aspect.

We tried to make the budget as understandable and accessible as possible. In light of this, we tried to not use jargon. Where this was not possible, we attached footnotes with a brief explanation of key terms or links to internet sites that explain these terms.

Though the overviews provide a quick summary of the budget, we still urge you all strongly to read it completely; after all, it is your money which we are spending and thus you are the ones to have the final say on it. We are of the opinion that the purpose of the Budget GA is not to explain what we are spending money on (as you can read this in this budget proposal), but to focus on discussing with our members on whether we should spend money on the items in question.

Regarding the obligation to update our members on the most recent version of the budget at least once every eight weeks, we plan on doing so by uploading an updated version to our [website](#). Another layer of transparency will be upheld by maintaining the comprehensive list of selected financial decisions to the monthly newsletter.

There is no intention to, after the General Assembly approved of the budget, make any discretionary reallocations; reallocations will be discussed with the General Assembly or, in the case that there is no General Assembly on a short notice, discussed with delegates per e-mail. The above is true unless specified otherwise in this document.



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We strongly recommend you share this document with the members of your association. Although your members do not vote on this budget at the upcoming General Assembly directly, they might provide us and their delegates with valuable information, suggestions and help. For this reason, we have also uploaded this document and relevant documents to the website.

Lastly, I want to take this opportunity to thank the old Board for their efforts, both during their year in office, as during our transition period. Joris, Hannah, Ola, Bas, and of course my predecessor Jonathan, your help and trust was, and is, very much appreciated. I also want to thank my own Board for their comments and help on this budget, a Board truly is a combined effort and although I might not show it enough, I greatly appreciate your patience and help, without all of you this budget would not have been as is.

If you have any questions or comments concerning this document, please contact us at info@ucsrn.nl.

Yours sincerely,
On behalf of the Executive Board 2017 – 2018,

Kirsten Kapteijns
Treasurer



1. Executive summary

Extra Muros has requested to become a member of the UCSRN. They would pay the full contribution fee. The Executive Board (EB) proposes to lower the contribution fee of every member to €1.000. The UCSRN would still be able to do everything they set out to do with this fee and while having 9 members. If the Extra Muros membership is rejected at the General Assembly, the contribution fee would be increased to €1.200 to cover for the loss of their membership fee. Since Extra Muros got accepted as our newest member the contribution fee is set at €1.000.

No budget is distributed to the Academic Committee and the Social Committee. Instead there will be an Event Fund budget post to represent the new bottom up structure that is in place. Events proposals will be reviewed by the AC and the SC to have all UCs represented in the discussion. The EB will try and ensure that both the social and academic aspect get equal funds, but it should be mentioned that this will depend heavily on the proposals that are received.

	Budget 2016/2017	Result 2016/2017	Proposal 2017/2018
Revenue			
General	€16,250	€8,125	€10,500
Social committee	€8,500	€8,931	€0
Academic committee	€2,000	€0	€0
Total	€26,750	€17,056	€10,500
Expenses			
General	€3,616	€1,576	€1,135
Social committee	€13,570	€12,336	€0
Academic committee	€6,850	€0	€0
Transportation	€3,770	€1,455	€0
Event Fund* incl. travel	€0	€0	€9,000
Total expense	€27,806	€15,367	€11,935
Result	-€1,056	€1,689	-€1,635

The negative result will be drawn from the reserves

It was advised by last year's treasurer not to build up more reserves . We were (and are) a financially healthy organisation and do not need more reserves to remain so. We strive to spend the money the members contribute to the UCSRN so that their fee is also used for their year as much as possible. Due to mostly the academic events having to be cancelled in the end, a lot of budget from last year was left unused. Even after giving all



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members a 50% rebate, the reserves grew by almost €2.000 to a total of almost €5.000. It is because of this reason we propose to use part of these reserves for this year's budget.

If the entire proposed budget is used, the UCSRN will still have enough in reserves to be financially healthy, however, as we have seen in earlier years, not all travel reimbursements might be needed as people are able to travel for free. In case it is clearly visible part of the budget will be left unused, the EB will present the GA with a proposal what to do with this amount.

2. Extra Muros Membership

Last year UC Tilburg joined the Dean's Network. As a result of this, Extra Muros, their study association, has been slowly introduced to UCSRN events and the membership of the UCSRN. This year they decided to officially request to be accepted as the 9th member of the UCSRN. More info can be found in the letter of their application that will be published upcoming week. They will also be present at the General Assembly to answer any questions you have for them.

As both University College Twente as University College Tilburg use the abbreviation UCT for all purposes, we will internally not use these abbreviations anymore. Instead, we will use the Association names from now onwards for all our members.

Since they are willing and able to contribute the full contribution fee, and the amount was set with only taking 8 members into account, them joining can reduce the fee for all members to €1.000 without putting the UCSRN in financial trouble.

3. Travel cost reimbursements

As decided upon last year, the transportation reimbursements amounts will be set during the presenting of the budget. For the procedure on how to ask for travel cost reimbursement we refer you to the Policy Manual 4.4. We propose to follow the same amount, €7,50, as given last year for GA's, extending this amount to discussion sessions. The amount for Committee Meetings, would remain at €13,50.

As it is not yet clear what events will be held this year, we propose to include deciding if attendees are eligible for travel cost reimbursement with the deciding on Event Proposals. If an Event is approved, it's approval report will include details on if attendees can use travel cost reimbursement for that specific event. The Tournament will allow all attendees to get travel cost reimbursements as it is one of the core events of the UCSRN (in line with PM 4.4.2). Like last year travel cost reimbursements for events shall not exceed €3,50. It is highly encouraged to use 'NS Groupsretour' tickets to travel to events.



4. Budget

A budget typically consists of three financial statements¹: a cash flow statement, a balance sheet and a statement of revenue and expenses (R/E). Our R/E consists of three parts: general expenses, a social committee budget and an academic committee budget.

4.1 Cashflow statement

[Cash flow statements](#) are useful to determine how and why changes occur on our balance sheet. The UCSRN has an uncomplicated balance sheet (no [fixed assets](#), [long term liabilities](#) and only one [cash account](#)). We only have one recurring financial obligation (costs for bank account) and receive the full membership fees before any events occur. It also has reserves of ca. € 5.000. The before mentioned, in combination with our want to keep this document as accessible as possible, we have refrained from making a cash flow statement.

4.2 Balance sheet 01/07/2017

A balance sheet is a snapshot of someone's financial status. Typically, these snapshots are made at the start and end of the financial year. A balance sheet consists of three parts: assets, liabilities and equity. In short, assets are what we own, liabilities are what we owe and equity is the difference between the assets and liabilities.

The end sheet of 2016 – 2017 is also our starting balance sheet. A final bank costs payable was only discovered later, but is taken into account in the balance sheet below.

To shortly comment on the considerable sum of receivables, at the moment of publication the majority of this amount has been received from AUCSA, only €149 remains to be paid.

Assets	
Financial Accounts	(1)
1100 Payment account 60	19.73
1110 Savings account 60	0.00
Receivables	(2)
1200 Receivables	5,073.50
Total Assets	5,093.23
Liabilities	
Payables	(3)
1300 Payables	191.98

¹ The Statutes do not specify what a budget should contain. The annual accounts (article 10.5) only mention a balance sheet and a statement of income and expenditure.



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Equity		(4)
0890 Result 2016 - 2017		1,645.87
0900 Equity		3,255.38

Total Liabilities	5,093.23
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The positive result is allocated to equity.

4.3 R/E Total²

	Budget 2016/2017	Result 2016/2017	Proposal 2017/2018
Revenue			
General	€16,250	€8,125	€10,500
Social committee	€8,500	€8,931	€0
Academic committee	€2,000	€0	€0
Total	€26,750	€17,056	€10,500
Expenses			
General	€3,616	€1,576	€3,135
Social committee	€13,570	€12,336	€0
Academic committee	€6,850	€0	€0
Transportation	€3,770	€1,455	€0
Event Fund incl. travel	€0	€0	€9,000
Total expense	€27,806	€15,367	€11,935
Result	-€1,056	€1,689	-€1,635

The negative result will be drawn from the reserves

Since the UCSRN will work with an Event Fund to sponsor events organised by our members for all UC students, and step away from being involved in the organisation ourselves, we do not work with expected income and expenses anymore. This will go through the organizing member, however, part of the costs can be covered by the sponsorship the UCSRN provides. A more detailed explanation of the Event Fund and how this number was decided on can be found later in this document.

4.4 R/E General Expenses

	Budget 2016/2017	Result 2016/2017	Proposal 2017/2018
Revenue			

² Errors due to the rounding of numbers on whole euros are made.



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Atlantis	€1,250	€625	€1,000
AUCSA	€2,500	€1,250	€1,000
Cearus	€1,250	€625	€1,000
EUCSA	€1,250	€625	€1,000
Extra Muros*	€0	€0	€1,000
Fortuna	€2,500	€1,250	€1,000
RASA	€2,500	€1,250	€1,000
Universalis	€2,500	€1,250	€1,000
UCSA	€2,500	€1,250	€1,000
Contribution Fee	€16,250	€8,125	€9,000
Event sponsoring	€1,500	€500	€1,000
General sponsoring	€0	€0	€500
Sponsoring	€1,500	€500	€1,500
Total	€17,750	€8,625	€10,500
Expenses			
Website	€25	€10	€60
Bank	€100	€92	€100
Promotion	€175	€173	€250
External	€300	€126	€300
Representation	€400	€309	€700
Total administrative	€1,000	€709	€1,410
General Assembly #1	€75	-	€75
General Assembly #2	€75	-	€75
General Assembly #3	€75	-	€75
General Assembly #4	€75	-	€75
General Assembly #5	€75	-	€0
Total General Assembly	€375	€369	€300
Session #1	€0	€0	€75
Session #2	€0	€0	€75
Session #3	€0	€0	€75
Total Discussion Sessions	€0	€0	€225
Transportation	€900	€269	€700



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IB Training 2017/2018	€0	€0	€150
EB Training 2018/2019	€0	€0	€150
Total Training	€0	€0	€300
Academic committee	€0	€0	€100
Social committee	€0	€0	€100
Total Bonding	€0	€0	€200
Total expense	€2,450	€1,347	€3,135

The income of the UCSRN largely consists out of the contribution fees from our members. Next to this it was discussed that the UCSRN will try and apply for subsidies as well as try to get sponsorships for our events.

The website costs are significantly higher than last year. This is due to the fact that we cannot host it for free anymore and will have to pay a monthly fee of €3, on top of this there will be around €10 for the domain name.

Part of this year's focus will be to get our name out there, since this will hopefully also lead to more and better lobbying in your name. To do this we have increased the promotion budget. Next to Facebook advertisements we are looking into other means of promoting the UCSRN nationally.

External & representation costs are both in light of the lobbying aspect of the UCSRN. Examples range from a modest present to an external party to the entrance fees of information or network events. External costs entail costs for people outside the UCSRN, an example would be travel costs for an external party to a meeting with us. Representation costs are made for the Board members. The representation costs increase significantly due to our wish to look into more network events, this might bring along entrance fees. Representation costs aim to stimulate the professional appearance and actions of the board, whereas external costs are to facilitate external parties.

We plan on having less General Assemblies, but to introduce discussion sessions similar to the UCSRN Weekend. The costs for GAs therefore go down, whereas the discussion sessions are a completely new post. The difference between these events is that the discussion events can be used to discuss important topics with each other without having to vote. It might also be that for discussion sessions external parties are invited. The costs of GAs go towards modest lunch as our GAs often are around lunch time and a lot of delegates have to travel some distance.

We are putting transportation costs concerning meetings, discussion sessions, and GAs under general costs as we do not want to have a separate transportation post anymore. These are costs made to facilitate our delegates in their tasks. We propose this amount looking at past years, as well as taking into account the extra discussion sessions and possible extra members from Extra Muros.



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Transition costs have not been budgeted for next year, instead we budget for EB training for the Board of 2018/2019. This way they can have specific external trainings covering tasks needed for their board year. As these costs will most likely occur in the transition period they are budgeted under this years' budget.

IB Training has been added to the budget. It was mentioned at previous GAs that this desired. We cannot expect everyone to have all the needed info to perform the full IB tasks, and since they are the body checking on us, it might be discouraged they are trained by us. This way they have the option to go to an external training.

The committees would like budget for a bonding event. They believe that as a committee spread over the country an event to increase interpersonal relations will increase our overall efficiency throughout our committee year. The proposal of the AC is an escape room, which costs around €100. The SC currently has no proposal yet, though would like a similar event with similar costs.

We have removed the unforeseen budget. With several years to draw from, we think we have got everything covered in the current budget. If we do run into any unforeseen issues, we feel it should not be up to the EB to decide on their own, but we must ask the GA if we can pay for these unforeseen costs. If urgency is needed, we propose to allow the IB to give a judgement on if we can pay. Since we answer to our GA, we are of the opinion the GA should also have a say in how we spend our income, this is the reason we make a budget and ask the GA for approval. Having a big unforeseen part in the budget does not makes sense in this light.

4.5 R/E Event Fund

The Event Fund is a new post in the UCSRN budget. Instead of budgeting for events we organize, last year it was agreed that we would use a new bottom-up structure. UCs organize events and can ask for sponsorships from the UCSRN Event Fund in return for, among other things, opening their events for all UC students. These proposals will be reviewed by the AC and/or SC to ensure all UCs are represented in the discussion if the event is beneficial for all UC students.

	Approved 2016/2017	Result 2016/2017	Proposal 2017/2018
Revenue			
Social committee	€8,000	€8,431	€0
Academic committee	€2,500	€0	€0
Total	€10,500	€8,431	€0

Expenses			
Social committee	€13,570	€12,336	€0



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Academic committee	€6,850	€0	€0
Transportation	€2,870	€1,187	€0
Event Fund incl. travel	€0	€0	€9,000
Total expense	€23,290	€13,523	€9,000
Result	-€12,790	-€5,092	-€9,000

Since this system does not work with expected income and expenses anymore it is difficult to compare it to previous years. However, to give an indication of how we came to the amount currently proposed we show the results the events from last year gave. As can be seen our amount is in between the budgeted and actual result. We think we can sponsor a fair amount of inter-UC events from this fund, with the biggest one most likely being the tournament.

The Event Fund also includes the budget for travel cost reimbursements concerning events as this is very dependent on where and what kind of events are held.

The EB will try and ensure an equal contribution to social and academic events, however, considering we are dependent on the proposals we receive from our members this cannot be guaranteed. There is no set deadline on the proposals, though at some point the fund might run out. An equal division of events throughout the year will be aimed for. It is important to state that the UCSRN can also contribute to events in other ways (promoting it via their members to all UCs).

5. UCSRN in the future

Financially the future of the UCSRN is looking good. Due to unfortunate cancellations, last year our equity grew to €5.000. As discussed last year already, one might consider whether it is necessary to have such a large reserve as the UCSRN. It is for this reason we once more advice the GA to take a look at this. If it again turns out a large part of the budget, i.e. travel costs, are left unused, the discussion about lowering the contribution fee even further might be wise to have.

With this being the first year the UCSRN relies solely on event proposals from their members, we see the challenge of not receiving enough proposals. However, as members get more used to this system, we have full faith it will take off. Over the next years implementing this system to the fullest of its abilities will be something the UCSRN must work on.

As said before, we rely on event proposals. If you, or anyone in your community, has a great event they want to host for all UC students, but have no budget for, please submit your proposal. A template on how to do this can be found on our [website](#).