

Financial Audit Report for the year 2008

The 2008 Annual Meeting of the Utrecht Network, held in Cork, appointed Livia Dimitriu (Iași) as the new Utrecht Network financial audit person for the year 2008. The actual 'in situ' audit in Utrecht was done by Livia Dimitriu on 27 March 2009, where she checked accounts and supporting documents. Caspar De Bok and the Utrecht University controller, Ms Yvette Vugt, were present to provide information. All relevant documents, including UN accounts and bookkeeping for 2008, supporting documents such as requests for financial support, bank statements, etc. were available for review.

The actual audit consisted of gathering information on the system used by Utrecht University for its accounting and the corresponding internal controls, and the procedures for handling requests for payments and the necessary supporting documents.

The information provided has clearly shown that accounting systems and procedures are of a very high standard, providing an excellent level of risk prevention and guaranteed accuracy of data provided. As mentioned in previous audit reports, Utrecht University uses a fully digital archiving system for the supporting documents (originals are scanned) related to all bookings. In order to check the availability of supporting documents through this system, supporting documents for eight randomly chosen bookings were requested and delivered. As no discrepancies were detected in this sample, no further enquiries were deemed necessary at this point.

Chronological outline of the Utrecht Network's Finances since 2000

The following table provides an update of the overview provided in the previous years audit report.

Table. 1 Reserves, income and expenditures of the Utrecht Network from 2000 to 2008 (in euro).

	2000	2001	2002	2003	2004	2005	2006	2007	2008
Total balance	43.114	86.377	86.132	96.956	75.818	83.721	137.345	174.723	194.028
Income	48.000	55.303	50.983	52.00	52.715	56.000	90.000	89.998	90.000
Expenditures	27.916	31.124	51.983	41.777	74.214	48.097	36.376	52.617	70.762

Comments:

As agreed by the annual meeting in 2008, it is better to have the breakdown of the external accounts reported in the financial audit 2008. Of the total Utrecht Network assets of €194,028, once €100.000 is allocated at the external bank accounts, not part of the UU financial system. Of the €100.000, there is €99.977 on the external accounts (€477 UN current account + €99.500 UN savings account). *The difference of €23 is caused by start up and handling costs of the bank.* The opening of the small current account was necessary in order to better manage the savings. In 2009 there will be interest from the savings account.

Discharge from liability for the accounts:

As a financial auditor for the UN, I hereby discharge the Network's accounts from liability for the fiscal year 2008.

For the Utrecht Network at Utrecht, March 27, 2009

Livia DIMITRIU
Alexandru Ioan Cuza University of Iași

Balance sheet as at 31-12-2008

Assets €	<u>2008</u>	<u>2007</u>
Fixed assets	-	-
Current assets		
Receivables		
Debtors	-	0
Other receivables	-	289
	-	289
Bank UU	94,051	174,511
Total assets Utrecht Network UU	94,051	174,800
Current Account Utrecht Network	477	
Savings Account Utrecht Network	99,500	
Total assets Utrecht Network	194,028	174,800.21

Liabilities €	<u>2008</u>	<u>2007</u>
Equity		
Reserves	174,723	137,345
Exploitation result	19,328	37,379
Transferred to current account UN	100,000-	
	94,051	174,723
Current Liabilities		
Creditors		77
Commitments	-	-
	-	77
Total liabilities	94,051	174,800

Comments: in the balance sheet, more detailed information of the budget of the Utrecht Network savings account and the current account can be found.

Income and expenditure statement Utrecht Network 2008 and 2007

<u>Income €</u>	<u>Actual 2008</u>	<u>Planning 2008</u>	<u>Actual 2007</u>
Memberships fees	90,000	90,000	89,998
Other income	-	-	
	90,000	90,000	89,998
<u>Expenditures €</u>	<u>2008</u>		<u>2007</u>
Annual meeting	24,629	25,000	27,558
Staff Mobility	-	2,000	1,087
Communication	3,659	2,500	2,648
Task forces	5,229	15,900	384
Summer School	20,000	20,000	10,000
Hospitality fund	4,500	10,500	2,750
New Initiatives	-	5,000	-
Administration and bank costs	3,982	4,500	5,824
Steering committee	2,023	7,500	803
Other costs	-	5,000	1,203
Representation	6,651	2,500	360
	70,672	101,400	52,617
Result	19,328	0	37,379

<u>Movements in Reserves</u>	<u>2008</u>	<u>2007</u>
reserve 01-01	174,723	137,345
result transferred to current account UN	19,328	37,379
	100,000-	
reserve 31-12	94,051	174,723

Comments:

- Expenditures in 2008 were higher than 2007 under all headings except for the *Annual Meeting* and *Administration and bank costs*.
- Although a certain amount was planned for *Staff mobility*, there have been no claims in this respect; nevertheless, objectives have been reached through other means (like funding from EC projects);
- No new initiative has been financially supported, although there was an intention to create a specially focused task force in this respect ("*New Initiative - Administrative Staff Mobility*") in the 2008 annual meeting;
- The amount planned for subchapter *Other costs* has been included in the *Representation costs*.

Notes:

Valuation: Unless otherwise stated, assets and liabilities have been stated at their nominal value in Euro.

Foreign Currencies - Foreign currency translations are translated into Euro at the exchange rate on the actual date of settlement of these amounts. - Exchange rate differences are taken to the income and expenditure account.(bank-costs).

Determination of the Result: Income and expenses are charged in the year to which they relate.

Creditors: -

Other receivables: -

Accounts Utrecht Network:

In 2008 an amount of € 100.000 has been transferred to a current account of Utrecht Network. The costs and incomes of these accounts are no longer booked in the financial system of the University and are not included in the statement of expenditures. The balance sheet only shows the transfer of € 100.000 to the current account.

Commitments: none.

Reimbursements: Members can ask for reimbursement of travel and other costs made for the Utrecht Network. As there is no way to check that all costs have been declared, members were given several reminders to send in their requests. In December 2008 a last reminder with a final date was sent to all the members. Requests for reimbursement received later than this date will no longer be processed.

Notes:

The amounts of € 76,80 and € 288,92 are correction bookings concerning 2007 and have already been in the financial report of 2007.

A detailed overview of all expenditures and income is available at request.