

Financial Control Committee Report for 2018

Meeting on February 11th, 2018 in Brussels.

Attendees: TornikeKusiani (FCC members), MilénaCazin (FCC members), Teo Comet (Secretary General), Caroline Mathieu (Office assistant) and Frank De Jong (Treasurer).

Introduction

The FCC members had the opportunity to meet in Brussels for a whole day, together with the Secretary General, the office assistant and the Treasurer. We started with previous FCC reports to see how the recommendations were taken into account. We then discussed how the FYEG finance is taken care of and ways of improving it. We looked at the bookkeeping and different folders regarding our finance.

Implementation of some recommendations from previous FCC reports

Last year, the FCC welcomed some good practices that were initiated and recommended to find a way to keep the financial management as professional as it was. With the change in the office, good practices stayed without any guidelines.

Previous meeting recommended to plan two FCC meetings a year. This couldn't be done.

Office

The office is quite well-organised and manages to work in a professional way regarding our finance. Some procedures need to be improved, but generally speaking everyone is doing a good job. Transition periods still need to be prepared as office change happened and might happen again. A financial guideline is recommended for this reason because it will help each new person coming to the office (or each new treasurer).

We noticed how beneficial it has been over the last year to have an office assistant. We should definitively keep this position with some dedicated time for financial management (some financial tasks should be attached to this position on a weekly basis).

There is an issue about the benefits. At the moment, everyone in the office can use a fixed amount for its own purpose. It was the only way that was found to give some benefits to the office, without any extra-charges. The FCC recommends to continue to explore the Belgian law about what is possible and what is not, in order to find a better system.

The FCC suggests to the office assistant to send every two months to the treasurer the transaction list (bills included, if possible) of the relevant period. The treasurer should check all the transactions, comparing the excel sheet with the email sent, and confirm them all. The office should finally print the confirmation email, that way we make sure the treasurer approved all the costs.

Financial management

Even though the office change went well, the FCC suggest working to finalize FCC's recommendation regarding FYEG's operational financial manual, this recommendation has been repeating in FCC's recommendations over the years and we think now it's time to dedicate resources to its development. FCC gave plenty of concrete examples to be indicated in the manual, where every procedure, every task should be written down and clarified. All the most important deadlines and a calendar should be mentioned as well (for example: calendar with the accountant's expectations). We believe it will help everyone in

the current office and for the future. We acknowledge it's a time-consuming job, but it will be beneficial in the long run for our organisation. FCC expects that before the GA a first comprehensive draft of this operational manual will be finalized.

Cash Flow

The FCC with the office modified the cash book and recommended to continue using it in the future. FCC recommended to use the new internal documents "Request for Funds" for everyone who potentially needs to take cash for an external event. Cash should only be manipulated by office or an EC member, and everything needs to be written in this new form.

Budget report and grant reports

At the time of the FCC meeting, the reports were not finalized; we received most of them afterwards. Regarding the grant reports, everything seemed in order, even though it is still ongoing.

About the budget report, the FCC noticed the negative result for 2017. From the document received, it doesn't seem to come from over-spending, but from a lack of revenue. As we couldn't discuss about it during the meeting, the FCC is not able to give a complete comment about this result (not enough fundraising? Revenue over-planned?). As we managed to get positive results over the last years and considering the amount, this result is not a threat for FYEG. The FCC encourages though the next EC to be very careful about the budget planning and should find some kind of procedure in order to make sure of its good implementation.

General remarks

As 2019 will be challenging, we encourage the next EC to organise some trainings about fundraising (both for EC members and office). We highlight the importance of a good fundraising plan, and a strategy for its implementation. Everyone should be involved in the process. The operational financial manual should facilitate the office work. The office could then help more easily the EC in fundraising as well as in other matters.