

# FINANCIAL CONTROL AND ADVISORY COMMITTEE REPORT 2022

**GENERAL** 26 - 29 MAY  
**KARLSRUHE ASSEMBLY**

## Introduction

The FCAC members had the opportunity to meet in Brussels on the 1st April for a whole day together with the Secretary General, the Office Manager, and the treasurer. We went through the previous FCC recommendations and the FYEG office gave us the detailed overview of how the recommendations had been taken into account.

Moreover, we went through the finances and looked at the bookkeeping as well. We discussed the future and sustainability of the organisation and reflected on the executive structures.

This report summarises our discussions and provides recommendations for the future resilience of the organisation.

## Last Year's Recommendations

In this section we will go through previous year recommendations and reflect upon it:

1. Last year was recommended to increase the office salaries and estimate the costs of this change. Unfortunately we see that there are many reasons that hinder the exact calculation of the salary, even though the office is trying hard to have perfect salary planning. The reasons why it can not be calculated exactly are many fold, related to Belgium Legislation and different uncertainties that can arise. For now we are glad to see the improvement in salary estimation calculation.
2. A stronger cooperation with smaller Member Organisation (MO) to improve their financial management and review the MO fees was recommended last year. We want to emphasise that the MO fees calculation has been improved and the awareness of MOs has been raised. Additionally, the office has received the EGP Project money and has the HR capacity to have MO training.
3. We emphasised the importance of new positions that increase the administrative resources and redistribute the administrative burden between office members. Following last year's recommendation, FYEG has hired an administrative assistant (for a half time position) in August 2021. However she went on maternity leave in January 2022 and FYEG had to hire a new administrative assistant to replace until June 2022. The administrative assistant took over some responsibilities such as:
  - Daily accounting: taking photocopies, putting it in the books
  - Financial reporting i.e. managing the proofs of activities
  - Event logistics
  - Office management: ordering supplies, managing the office logistics
  - Managing the office email
  - Ad Hoc support to logistics of the office

## Current Recommendations



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Intro: In 1988 when FYEG was founded to defend climate and social justice on the European level it allowed the opportunity for young greens to fight for climate justice, 34 years later in 2022 we already are in the process of climate countdown before reaching the tipping point.

Latest IPCC report estimates that we still have 8-10 years to fight climate change. This historical discourse is crucial to understand the strategy that FYEG should take in terms of financial and administrative management. Accordingly, for the next 8-10 years, FYEG should have a strategic plan with clear and achievable targets in mind. Meaning we need to work harder, raise more funds and become as big and as professional as possible. We want the office and delegates who are reading it to take this information into account to understand the importance of our recommendations.

## Fundraiser

Considering that FYEG has to grow and achieve its long term goals, it is crucial to approach fundraising with more serious intentions in mind. Fundraising is a work that can not be done by someone who does not have the experience.

We would recommend hiring someone for at least 6 months, which is enough time to create the fundraising and campaigning plan and execute it partially to earn enough money to continue hiring the fundraiser.

We believe that sustainability and the goals of FYEG can not be reached without massive fundraising efforts that need investment. We think that if this recommendation will be taken into account, we will have the chance to actually rationalise the FYEG office work and strengthen its own capacity.

## Fundraising Policy and Action Plan

We appreciate the work the office has done. Unfortunately, since the FYEG is not eligible for national grants, alternative ways and structures of granting projects need to be explored. This includes attempting the avenues for transnational projects with partners from across the political spectrum with similar values.

A fundraising policy should be combined with the donation policy in order to provide the rules to follow (e.g: exclusion of certain donors, unfolding the type of fundraising campaign we can use...). This policy should also specify the steps to follow in order to raise the money needed.

A fundraising action plan would indicate the global amount FYEG expects to raise in the upcoming years, the specific projects it should pay and explain why we need to fundraise in these cases. This plan should also provide a clear timeline with limited periods during which amount should be raised.

## Salary Plan Document

The office workers are asking for a salary increase which goes beyond the legal salary indexation. This is currently discussed among the workers and EC is aware of it.

We recognize that the office workers want to improve their salaries and it is needed. We recommend the EC to mandate the office in the search of an external consultant who will help refine in detail the salary plan, see if it is possible to implement and how much will it cost exactly.



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## Administrative Assistance

Part of the job of the secretary general was to conduct administrative tasks that were more and more time consuming and were driving out the Secretary General from its main objectives.

We noticed how beneficial it has been over the last year to have the administrative assistant. FYEG should keep this position and refine the tasks that belong to it.

Clear tasks need to be defined from the beginning. The position should not imply a list of tasks that others do not want.

In the long term, this position should be full time and this implies seeking new income for this expense.

## Time sheets and accountability

In order to grow into a professional organisation time accounting and assessment is crucial. There are plenty of open source softwares to that allow you to monitor and assess the time spent (excel is good to).

Time sheets are not the end goal in itself. We see time sheets as a tool to estimate team's and team members' availability, especially its time sheets are filled weekly. We acknowledge the work the office has put in organising time sheets. However, with the constantly growing and maturing organisation, we believe that in addition to the time sheets, time accountability for the work that has been done can be improved. In addition to the timesheet, the office can do a time accountability for the work that has been done - it can be used to collect data to see how the time has been divided among certain tasks, which, eventually, will help further planning.

## Sustainability of the organisation

### EC mandate

Office and EC are highly performing but with the constant growth of the organisation, strategising becomes more apparent and needed. Therefore, the number of tasks the EC and office are dealing with requires a more forward looking, long-term approach and long-term commitment from the EC members. We understand that FYEG is a youth organisation and young people deserve a chance to run for the management of the most badass European youth organisation, but having at least half the EC on a two year mandate would contribute to the sustainability of the organisation. Concurrently, we see the EC as ultimately responsible for strategic planning, therefore we recommend considering less frequent reporting meetings of the EC and Secretariat.

### Software

With all the increasing demand for online meetings and the digitalisation of FYEG documents we will need to pay more to get full access to these online solutions. FYEG had to pay new subscriptions to online platforms during the covid crisis to ensure the proper conduct of its events.

Although FYEG made a good choice by subscribing to these online platforms in times of COVID, it will be wise to assess first the need for subscription renewal before pursuing new expenses. The treasurer together



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with the office should make an assessment of the future need for these online solutions before renewing the subscriptions.

## Liquidity plan

FYEG is able to estimate, on the spot, the cash available at the end of the year. There is already a spreadsheet used to make those calculations. However there is a need to assess this money in advance and develop a framework on which the office will rely to manage its cash in times of scarcity.

We recommend creating a cash flow management plan (liquidity guide) to prioritise some spending over others in order to avoid a period where the office has to borrow money (because of delayed subsidies).

