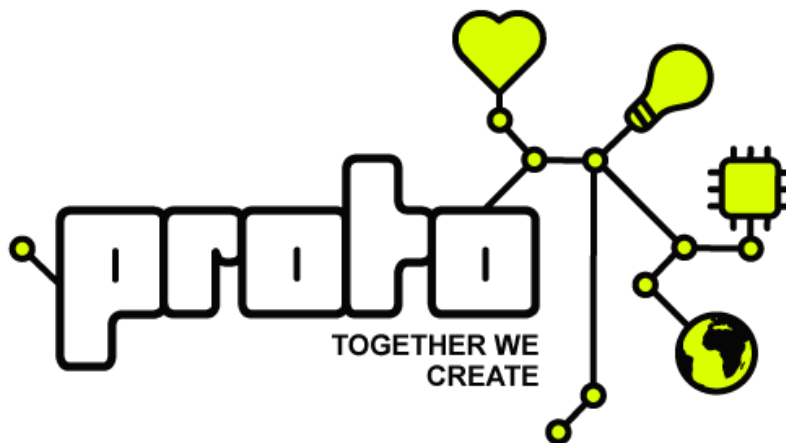


Study Association Proto Annual Financial Report 2017-2018

Written by Sarah Hoekstra, Treasurer of S.A. Proto



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Table of Contents

TABLE OF CONTENTS	2
1 INTRODUCTION	3
2 BALANCE	4
2.1 ASSETS AND LIABILITIES	4
2.1.1 EXPLANATION	5
2.1.1.1 ASSETS	5
2.1.1.2 LIABILITIES	6
3 INCOME & EXPENSES AS OF 28-02-2017	7
3.1 EXPENSES	8
ACCOUNTS	8
COMMITTEES	9
3.1.1 EXPLANATION	10
3.1.1.1 EXPENSES GENERAL	10
3.1.1.2 COMMITTEES	12
3.1.1.3 OTHER EXPENSES	14
3.2 INCOME	15
3.2.1 EXPLANATION	15
3.2.1.1 REVENUE	15

1 Introduction

This is the annual financial report of 2017-2018 for S.A. Proto. The report aims to provide sufficient insight into Proto's current financial situation. The report describes the period from 01-08-2017 to and including 31-07-2018.

I would like to thank the Audit committee, consisting of: Rens Kruining, Peter van der Burgt for their help in improving Proto's bookkeeping. I also want to thank Maxim de Leeuw for his help during the third audit committee check, Jur van Geel for his help with the fourth and last audit committee check and Ruben van den Berg for his help with the bookkeeping.

*Sarah Hoekstra
Treasurer S.A. Proto Board 7.0*

2 Balance

Proto started this financial year on 1st of August with € 5564,46 on the bank account and € 0 in savings. Next to that Proto had a total of €433.95 in cash. This year, Proto built its liquidity with €4.972,77. This is a nice amount and a good prospect for the years to come.

2.1 Assets and liabilities

Here you will find the Assets and liabilities, with corresponding explanations.

	8/1/2017	7/31/2018		8/1/2017	7/31/2018
Description			Description		
General Register	€ 433,95	€ 62,30	Owner's equity	€ 17.311,38	€ 17.311,38
Bank	€ 5.564,46	€ 13.291,77			
Savings	€ -	€ 0,07	Result Omnomcom	€ -	€ 51,60
Ceremonial Tokens	€ 300,00	€ 150,00	Expenses future		
Member card printer	€ 200,00	€ -	Expenses - to be paid	€ 227,67	€ 16.193,89
SBZ Loan	€ 2.000,00	€ 2.000,00	Reservation Bank costs	€ 22,05	€ 26,82
Prepayment Board Weekend	€ -		Reservation FishCie	€ -	€ 30,78
Prepayment Kick-in	€ 209,11	€ 302,26	Reservation BonCie		€ 39,01
Prepayment Camp		€ 19,15	Reservation Audit		€ 20,13
Prepayment Board insurance		€ 60,50			
Reservation Proto Pens	€ -	€ 238,07	Reservation st. ICE	€ 135,29	€ 15.000,00
Reservation Direct Withdrawal		€ 2.920,26			
			Reservation Phone costs	€ 130,46	€ 150,00
Income future			Reservation Printing	€ -	€ -
Loans (credit)	€ -	€ 15.000,00	Reservation Hardware		€ 526,90
Stock OmNomCom	€ 751,05	€ 658,65			
Stock Merchandise	€ 4.348,40	€ 2.828,05	Reservation Miscellaneous	€ 941,45	€ 564,41
Deposits Blue Keys	€ 210,00	€ 210,00	Reservation Lustrum	€ 500,00	€ 1.000,00
Income - to be received	€ 6.923,49	€ 19.072,96	Alfreds workshop	€ 726,16	€ 790,55
Suspense accounts	€ -	€ 768,54	Reservation board weekend	€ 500,00	€ 463,75
			Result current financial year	€ -	€ 5.413,36
Total assets	€ 20.940,46	€ 57.582,58	Total liabilities	€ 20.494,46	€ 57.582,58

2.1.1 Explanation

2.1.1.1 Assets

General Register

Cash in the cash box which can be used for activities, committees or general expenses. It is also being used during drinks by the TIPCie.

Bank

Proto's active bank account.

Savings

Proto's savings account.

Ceremonial Tokens & Member Card Printer

Proto bought memorial tokens in September 2015. This year and in 2018-2019 the payment will be € 150,-. This is an alteration to the original plan as the life expectancies of the tokens is higher than initially expected. The member card printer has now been paid off.

SBZ loan

To join SBZ Proto had to make a deposit of €2000 euros. Proto will get this money back if it is ever decided to step out SBZ.

Prepayment Board Weekend

As the board weekend 2017 hadn't happened yet on 01-08-2017, a prepayment was made. Now, this account's result is € 0, -.

Prepayment Kick-In

Costs that were made for this year's Kick-In during the bookkeeping year of 2017-2018.

Prepayment camp

Costs that were made for this year's camp during the bookkeeping year of 2017-2018.

Prepayment board insurance

Due to a mistake made by the University, the board insurance was paid twice this year. Because of this, the board insurance doesn't have to be paid next year. A prepayment was made.

Reservation Proto Pens

This year, Proto Pens were purchased. 25% has been used for the Kick-In, 25% has been used this year and for the remaining 50%, a reservation was made for the year of 2018-2019.

Reservation Direct Withdrawal

Some big activities we financially closed after the 31st of July, for this income, a reservation has been made.

Loans (credit)

Proto has one running loan of €15.000,-. This money has been loaned in order for foundation ICE to be able to pay the travel agency.

Stock OmNomCom

The value of the OmNomCom's stock.

Stock Merchandise

The value of the Merchandise stock.

Deposits Blue Keys

Proto had to pay for Blue Keys to be able to open locks in the Zilverling. If Proto moves to another building, we will get this money back from EWI.

Income – to be received

“Received” means it has been resolved between 31-07-2017 and the publication date of this document.

Income - to be received 31-07-2018		
Source	Amount	
FDW Ramon Snoek	€ 35,00	<i>will not be received in the future.</i>
settlement EEMCS BBQ	€ 497,61	
OGD, Nerfgun	€ 400,00	<i>will not be received in the future.</i>
Thales	€ 1.490,00	
Loan foundation ICE	€ 15.000,00	
Sponsoring Procam	€ 750,00	
Sponsoring for drinks by the university	€ 581,98	<i>received</i>
Xerox wrong payment 2016	€ 230,97	
FDW Yasmin Salce	€ 87,40	
Total	€ 19.072,96	

Suspense accounts

Financial accounts to collect costs for income that is yet to come.

Suspense accounts	
Source	Amount
Atlantis OmNomOrders	€ 222,69
Take Away Orders	€ 545,85
Mollie payments	€ -
Total	€ 768,54

2.1.1.2 Liabilities

Owner's Equity 01-08-2017

The capital Proto has after all liabilities have been paid on 01-08-2017.

Result OmNomCom

The result of the purchases and sales made by the OmNomCom committee. This consists of the profit made on each order, packaging costs and income and stock counts (loss by stolen goods). The committee plans to use the profit for investments in a better system as well as building liquidity.

Expenses – to be paid

“Paid by now” means it has been resolved between 28-02-2017 and the publication date of this document.

Expenses – to be paid 31-07-2018		
Source	Amount	
Saggitarius DIES activity	€ 92,40	<i>paid</i>
Invoice Proto socks	€ 762,30	<i>paid</i>
membership fee OS	€ 70,00	<i>paid</i>
Loan foundation ICE	€ 15.000,00	
IAPC book fee 2016-2017	€ 175,00	<i>paid</i>
IAPC book fee 2017-2018	€ 175,00	<i>paid</i>
sponsorship Conrad for handheld	€ -105,89	
Food Cobo bhvers	€ 15,50	
Board interest lunch date	€ 9,58	
Total	€ 16.193,89	

Reservation Bank costs

Reservation made for bank costs in book year 2017-2018 is billed and used. A new reservation has been made for the banking costs of July 2018.

Reservation FishCie

FishCie credit consisting of their donations.

Reservation BonCie

BonCie credit, consisting of their donations.

Reservation Audit

a reservation has been made for the last check by the audit committee.

Reservation ICE Foundation

This is the money that foundation ICE loaned via Proto from the University.

Reservation phone costs

A reservation has been made for the remaining phone costs for the period between January 2018 and August 2018.

Reservation Printing

In the beginning of the year, the costs for printing seemed high, however, this was because a new toner had to be bought and there was no income. This had been solved by letting committees and board members pay for the prints they have done.

Reservation Hardware

A new approach has been taken for the reservation of hardware. instead of the Have You Tried Turning It Off And On Again committee making their own reservations, one big reservation has been made.

Reservation Miscellaneous

These reservations are non-recurring in later years and have therefore been placed in a separate list. An overview of these reservations can be found here.

Reservation Miscellaneous	
T point booklets camp 2016	€ 89,42
T point booklets kick-in 2016	€ 146,00
T point codices dies 2016	€ 70,00
T point codices camp 2017	€ 150,00
T point codices dies 2018	€ 75,00
Subway Lunch El Nino	€ 202,50
Taxes alfred's Workshop payment	€ -318,51
Music license aftermovie 2017-2018	€ 13,00
Pubquiz Kick-In 2017	€ 137,00
Total	€ 564,41

Reservation Lustrum

Continues reservation to accumulate budget for the next lustrum.

Alfreds workshop

The money that Proto withdrawals for Alfreds workshop that has to be paid every 6 months.

Reservation board weekend

The money spent for the board weekend in 2018.

Result current financial year

The money Proto was able to add to its liquidity after the board year of 2017-2018.

3 Income & Expenses as of 28-02-2017

3.1 Expenses

General expenses

In the first column you can find the budget for that account as is stated in the budget plan. In the second column you can find the money in the account at 31st of July. In the third column you can find the percentage of the money spend based on the money that was budgeted. In the fourth column, you can find the difference between the money that was budgeted and the money that was actually spent.

A **red** number with a minus in the fourth column means that there was more money spent than budgeted. An *italic bold* number in the second column means that profit was made.

Account	Budgeted	End of year	%	Result
3000 Fee OS	€ 70,00	€ 70,00	100,0%	€ -
3010 Food/drinks	€ 500,00	€ 547,69	109,5%	€ -47,69
3015 Coffee	€ 700,00	€ 812,95	116,1%	€ -112,95
3020 Protopolis	€ 500,00	€ 296,51	59,3%	€ 203,49
3025 Studybook Fee	€ 175,00	€ 175,00	100,0%	€ -
3030 Fee bookkeeping software	€ 400,00	€ 386,93	96,7%	€ 13,07
3040 Banking costs	€ 350,00	€ 425,73	121,6%	€ -75,73
3050 Printing	€ 50,00	€ 55,70	111,4%	€ -5,70
3060 Board Insurance	€ 65,00	€ 60,50	93,1%	€ 4,50
3070 Representation	€ 650,00	€ 600,00	92,3%	€ 50,00
3075 Member Passes	€ 250,00	€ 200,00	80,0%	€ 50,00
3080 Lunch lectures	€ 800,00	€ -	0,0%	€ 800,00
3090 Active Members activity	€ 1.400,00	€ 1.772,34	126,6%	€ -372,34
3100 Phone	€ 160,00	€ 148,57	92,9%	€ 11,43
3110 Attaining new board	€ 250,00	€ 326,07	130,4%	€ -76,07
3120 Activities by the board	€ 300,00	€ 300,00	100,0%	€ -
3130 Good ideas	€ 150,00	€ 150,00	100,0%	€ -
3140 Board weekend	€ 600,00	€ 600,08	100,0%	€ -0,08
3150 Board clothing	€ 400,00	€ 400,00	100,0%	€ -
3160 Committee clothing	€ 1.200,00	€ 782,45	65,2%	€ 417,55
3170 Posters	€ 325,00	€ 173,66	53,4%	€ 151,34
3180 External Affairs	€ 150,00	€ 17,20	11,5%	€ 132,80
3190 Constitution Drink	€ 1.200,00	€ 1.157,66	96,5%	€ 42,34
3535 EWI Activities	€ 150,00	€ 359,80	239,9%	€ -209,80
Expenses General	€ 10.795,00	€ 9.818,84	91,0%	€ 976,16

Committees

4000	ACE	€ 555,00	€ 316,10	57,0%	€ 238,90
4020	Camp Committee	€ -	€ -237,28	0,0%	€ 237,28
4040	Kick-in Committee	€ -	€ 61,17	0,0%	€ -61,17
4060	Magazine Committee	€ 60,00	€ 42,35	70,6%	€ 17,65
4080	pLAN	€ 50,00	€ 22,10	44,2%	€ 27,90
4100	P.S.C. Lee Ho!	€ 100,00	€ 51,27	51,3%	€ 48,73
4112	ERO	€ 250,00	€ 44,19	17,7%	€ 205,81
4120	TIPCie	€ 350,00	€ 593,72	169,6%	€ -243,72
4140	Gala	€ 320,00	€ 181,37	56,7%	€ 138,63
4180	OmNomCom	€ -	€ -	0,0%	€ -
4210	Lustrum	€ 500,00	€ 500,00	100,0%	€ -
4220	Dies	€ 700,00	€ 699,00	99,9%	€ 1,00
4240	Prototrip	€ 50,00	€ 74,62	149,2%	€ -24,62
4242	Have You Tried Turning It Off And On Again committee	€ 760,00	€ 272,05	35,8%	€ 487,95
4260	First Year Committee	€ 150,00	€ -39,02	-26,0%	€ 189,02
4280	Culture Committee	€ 100,00	€ 31,10	31,1%	€ 68,90
4320	FishCie	€ -	€ -	0,0%	€ -
4330	SportCie	€ 500,00	€ 275,07	55,0%	€ 224,93
4340	Audit	€ 50,00	€ 50,00	100,0%	€ -
4360	Protography Committee	€ 50,00	€ 13,00	26,0%	€ 37,00
4390	EducaCie	€ 50,00	€ 8,49	17,0%	€ 41,51
4410	Board of Advisors	€ 50,00	€ 48,00	96,0%	€ 2,00
4420	Alumni	€ 50,00	€ 49,68	99,4%	€ 0,32
4420	Symposium	€ 100,00	€ -	0,0%	€ 100,00
4440	Entropy	€ 80,00	€ 67,00	83,8%	€ 13,00
4444	BonCie	€ -	€ -	0,0%	€ -
4450	Guild of drafters	€ -	€ -	0,0%	€ -
4460	DIYCie	€ -	€ 0,17	0,0%	€ -0,17
Committees		€ 4.875,00	€ 3.124,15	64,1%	€ 1.750,85

Other expenses

5510	Turnover Merchandise	€ -	€ 106,02	0,0%	€ -106,02
	Suspense Account Failed Direct				
8500	Withdrawals	€ -	€ 87,14	0,0%	€ -87,14
9500	Various income and expenses	€ -	€ -158,49	0,0%	€ 158,49
9510	Expenses previous board	€ -	€ 99,84	0,0%	€ -99,84
9010	Rounding Differences	€ -	€ -0,01	0,0%	€ 0,01
9520	Cash Discrepancies	€ -	€ -573,05	0,0%	€ 573,05
9550	Piggy Bank	€ -	€ -		€ -
Other Expenses		€ 179,21	€ -438,55	-244,7%	€ 438,55
Total of expenses		€ 15.849,21	€ 12.504,44	-89,67%	€ 3.165,56

3.1.1 Explanation

3.1.1.1 Expenses General

3000 Fee OS

The membership fee for the Overleg Studieverenigingen membership of this year.

3010 Food/Drinks

Money spent on tea, sauces and disposable cutlery for in the Protopolis.

3015 Coffee

Money spent on coffee. As mentioned in the half yearly report, the coffee brand was switched to save money. Because we expect that the same amount of coffee will be used as last year. By switching brands, we expected to save around €100,-. This turned out to be a good estimation.

3020 Protopolis

The money spent maintaining and improving or expanding the Protopolis, such as the labelwriter lint to tag all Proto's new mugs.

3025 Studybook Fee

Fee Proto pays IAPC so they take care of the study book purchasing.

3030 Fee Bookkeeping Software

The yearly fee for the bookkeeping software.

3040 Banking Costs

Fees Proto pays the Rabobank in order to maintain its bank account.

3050 Printing

The money spent for printing supplies and income received from members.

3060 Board Insurance

The fee for the board insurance.

3070 Representation

Costs made while representing our association towards other associations and outside companies. On this box are the depreciation of the memorial tokens as well as gifts given to speakers.

3075 Member passes

These costs are the depreciation and printing costs for the member passes.

3080 Lunch Lectures

No profitable/sponsored lunch lectures were held this year. This was compensated by other forms of sponsoring.

- 3090 Active Member Activity**
Due to unfortunate planning, the bus that was rented had to be canceled. It seemed unreasonable to let the members pay for the board's mistake, that is why a loss has been made this year.
- 3100 Phone**
Costs for the phone line in the Protopolis.
- 3110 Attaining New Board**
Due to a high interest in doing a board year, a lot of lunches were done. Also some receipts were handed in late, which caused the treasurer to make an unfortunate estimation about what money was still to come.
- 3120 Activities by the Board**
Activities by the board, this year we organized activities like the committee markets, Coffee tasting and the Christmas-Decoration-Activity. Also a part of the Proto socks have been paid with this money.
- 3130 Good Ideas**
The budget so far was used for two new screens in Proto and the Xbox. With the last money from this account, the Proto socks were made cheaper.
- 3140 Board Weekend**
The Board weekend for board 8.0 has yet to take place. The location has been paid.
- 3150 Board Clothing**
Compensation for Board members to buy suits. Each Board member gets a compensation of 100 euros.
- 3160 Committee Clothing**
Proto subsidies part of the committee clothing for each committee.
- 3170 Posters**
Posters for Proto activities that are printed by Xerox. Halfway through the year, it seemed like too many posters were to be printed this year. However, by shifting some of the earlier printing costs to the right accounts, enough money was found to close this account with less money spent than anticipated.
- 3180 External Affairs**
Money for attaining and maintaining External Affairs, like travel costs and gifts.
- 3190 Constitution drink**
The costs for the constitution drink, held to celebrate the departure of Board 6.0 and the arrival of board 7.0.
- 3535 EWI Activities**
Money used for activities with the faculty EWI. Because of the active attitude of the EEMCS board members regarding collaborate activities, more activities were planned than anticipated. This has resulted in an exceedance of the budget.

3.1.1.2 Committees

4000 ACE

The activity committee, the committee has a budget to make activities cheaper for our members. Since they haven't spent quite a lot on their first three activities, the plan was to use a big part of this money for their end of the year activity. However, due to a low number of sign-ups, this activity did not take place, this is the reason that there is quite some money left.

4020 Camp Committee

The Camp committee organized the Proto camp at the beginning of the year. The costs for this weekend are paid for by EWI. Some profit was made, this only turned up when the bookkeeping was checked again.

4040 Kick-in Committee

The Kick-in committee organized the Kick-in at the beginning of the year. The costs for this week are paid for by EWI.

4060 Magazine Committee

The costs include domain name, template and hosting costs.

4080 pLAN

The pLAN threw several LAN parties, the committee also purchased some new material like Guitar Hero guitars.

4100 P.S.C. Lee Ho!

The sailing weekend was hosted starting the 8th of June.

4112 ERO

Proto budget used to pay for expenses made by/for Emergency Response Officers.

4120 TipCie

The TIPCie receives budget from Proto to lower the participation fees of activities organized by the TIPCie. The TIPCie manages their own finances. It is unknown why the TIPCie has made a big loss this year. A big part, around €200,- was due to a miscommunication with the Vestingbar about the Whiskey tasting. The other loss is unknown.

4140 Gala

Budget spend in order to organize the yearly Gala together with Atlantis and Astatine.

4180 OmNomCom

You can find this information in the balance.

4210 Lustrum

Reservation for the next Lustrum.

4220 Dies

The DIES committee did not spend as much money as anticipated, that is why the sign-up fee was lowered. This way, the DIES committee kept tight to their budget.

4240 Prototrip

The first prototrip turned out to be a success. there was only little loss made.

4242 Have You Tried Turning It Off And On Again committee

Expenses made have been for the servers and some updates in several places. In the beginning of the year, the committee had a budget plan which included a lot of reservation. a new system has been made. This is why the committee did not spend as much money as anticipated.

4260 First Year Committee

The first year committee made a little profit this year. this is mainly because the tickets for the parents day were a little too expensive but it was not possible to refund every participant.

4280 Culture Committee

The committee has done quite a few activities already and are planning on doing more. The actual budget they have spent is a little higher but because some of the members were too late

with their statement of expenses, this has not been put in the bookkeeping. The committee kept tight to their budget.

4320 FishCie

The FishCie receives donations through the OmNomCom to buy aquarium ornaments and does not get any money from Proto. They make a bit of profit on their activity 'Have a Break, Have a Kibbeling' which they also use to improve the aquarium. A new lid has been realised, but due to some minor damages, it was made for free.

4330 SportCie

There were no major expenses made by the SportCie, that is why there is money left.

4340 Audit

The costs for the quarterly meetings has been displayed here. A reservation has been made to be able to pay for the last meeting.

4360 Protography committee

The committee received budget for small purchases, the only expense that has been made was for an audio license for the aftermovie for the past year.

4390 EducaCie

The committee have a present to Erik Faber to thank him for his effort this year.

4410 Board of Advisors

The board is planning on using this budget for an activity to thank the board of advisors.

4420 Alumni

The alumni committee has used their budget for groceries for the activities. Due to a miscommunication, too much money was spent on the groceries. Luckily, the university was willing to pay the difference.

4425 Symposium

Expenses made in order to organize the Second Creative Technology symposium, However, the symposium has been moved to October 2018, that is why no expenses have been made.

4440 Entropcy

This budget has been used for some of the activities the Entropcy organised.

4444 BonCie

The bonCie was able to get funding this year. A reservation has been made for this money.

4450 Guild of Drafters

There is no money for them since they are a part of the TIPCie.

4460 DIYCie

The DIYCie kept nicely to its tight budget.

3.1.1.3 Other Expenses

5510 Turnover Merchandise

A big loss was made on merchandise the past year. It is not clear what has caused this.

4380 Foundation ICE

To minimize banking costs, Foundation ICE cancelled their bank account and transferred their money to Proto. Proto now covers their expenses until they will set up their bank account again.

8500 Suspense Account Failed Direct Withdrawals

Due to some incorrect administration, money was charged as membership fee to people who were no longer members. Many of these people have removed their contacts from the Proto website or can prove that they were indeed in time with the cancellation of their membership.

9520 Cash Discrepancies

The number that evens the amount in the physical cash deposit and the bookkeeping. It is unknown why the cash deposit was at a negative number in at the end of the year.

9500 Various Income and expenses

Suspense account for various income and expenses, more information about this can be found in the table below.

various income and expenses	
rental speakerset	€ -100,00
costs mistake OmNomCom	€ -4,80
correction direct withdrawal	€ -31,05
Clubkas campagne	€ -27,20
product sale via Proto	€ -2,84
Total	€ -158,49

9510 Expenses Previous Board

Bills of purchases made by the board of last year, or the year before that.

9010 Rounding Differences

Money made or lost by Differences in the rounding of numbers. Which occurs as many transactions can lead up to an uneven split within the amounts.

9550 Piggy bank

The piggy bank has been emptied and the money has been put on different accounts.

3.2 Income

Income					
3500	Membership fees	€ 4.000,00	€ 4.454,25	111,4%	€ 454,25
3510	Sponsoring	€ 4.800,00	€ 5.866,00	122,2%	€ 1.066,00
3520	Ewi Subsidy	€ 8.059,00	€ 7.558,00	93,8%	€ -501,00
3540	interest over savings	€ -	€ 0,07	0,0%	€ 0,07
3550	Donators	€ 11,00	€ 39,48	358,9%	€ 28,48
Total		€ 16.870,00	€ 17.917,80	106,2%	€ 1.047,80

3.2.1 Explanation

3.2.1.1 Revenue

3500 Membership fees

The income from the membership fee.

3510 Sponsoring

Sponsoring income from several companies. The officer of External Affairs has worked very hard, resulting in more income than budgeted.

3520 EWI subsidy

The subsidy we receive from EWI for next academic year. Since Proto is not starting up anymore our subsidy was calculated at the amount of members instead of just a fixed amount. The other EEMCS activities are also growing that is why our subsidy was not as high as anticipated.

3540 Interest over savings

The interest we received over the money in our savings account.

3550 Donators

The income from donators.