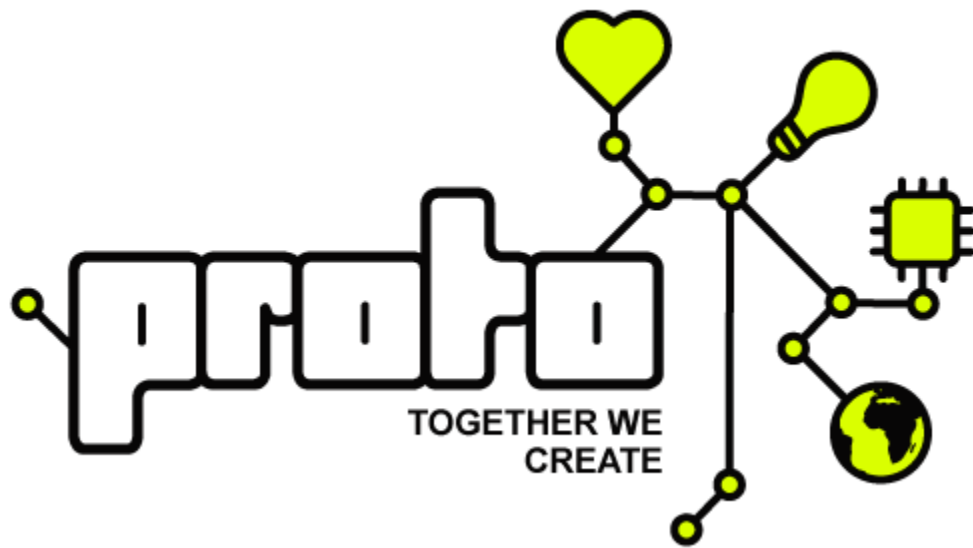


# Study Association Proto

## Budget Plan 2020 - 2021

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Written by Jonathan Matarazzi

Treasurer of the tenth Board of S.A. Proto

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## 35 Introduction

This document presents the budget plan of S.A. Proto for the year 2020-2021. The report describes the period from 01-08-2020 up to and including 31-07-2021. Estimations within this document are based on previous years' income, expenses and the policy plan. The current COVID-19 measures and the COVID-19 policy plan have also been taken into consideration when making the estimations.

Next, I would like to thank the previous and current Audit committee, consisting of Rens Kruining, Sarah Hoekstra, Jur van Geel, Maxim de Leeuw, Peter van der Burgt and Sanne Bouman for their advice while I was making this budget plan and correcting me where I was wrong. Some extra thanks goes to Sanne Bouman for guiding me during my candidate board period and helping me a lot with preparing for being the new treasurer this coming year.

Jonathan Matarazzi  
Treasurer of the tenth Board of S.A. Proto

## 50 Incoming Statement Overview

This chapter gives an elaborated view of the income statement. These statements are a representation of the expected income of this financial year. Extra information about the different items can be found below.

| Source                    | Income<br>2020/2021 | Expenses<br>2020/2021 | Operating<br>Result |
|---------------------------|---------------------|-----------------------|---------------------|
| 3500 Membership fees      | € 5,800.00          | € -                   | € 5,800.00          |
| 3550 Donors               | € 15.00             | € -                   | € 15.00             |
| 3510 Sponsoring           | € 6,000.00          | € -                   | € 6,000.00          |
| 3520 EEMCS Subsidy        | € 10,000.00         | € -                   | € 10,000.00         |
| Liquidity                 | € -                 | € 1,000.00            | € -1,000.00         |
| Unforeseen Expenses       | € -                 | € 2,000.00            | € -2,000.00         |
| 3090 AMA                  | € -                 | € 2,000.00            | € -2,000.00         |
| Total of Committees       | € 24,590.00         | € 30,680.00           | € -6,090.00         |
| Total of General Expenses | € 6,200.00          | € 16,575.00           | € -10,375.00        |
| Total of Reservations     | € -                 | € 350.00              | € -350.00           |
| Total of Result Accounts  | € 7,000.00          | € 7,000.00            | € -                 |
| <b>Total</b>              | <b>€ 59,605.00</b>  | <b>€ 59,605.00</b>    | <b>€ -</b>          |

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### 3500 Membership Fees

This is the expected income of the membership fees of Proto's members. The estimation is based on 440 affiliated ordinary members paying €10,- each, and 280 unaffiliated ordinary members paying €5,- each.

### 60 3550 Donors

Income from one donor is expected in the coming year.

### 3510 Sponsorship

The income from sponsors that is expected to be received the coming year.

## 3520 EEMCS Subsidy

- 65 This is the amount of money that S.A. Proto receives from the EEMCS faculty for being the study association of the bachelor Creative Technology and the master Interaction Technology. This amount is determined as the product of a fixed amount per member and the amount of members S.A. Proto has who study either Creative Technology or Interaction Technology.

## Liquidity

- 70 This money will be used to further build up Proto's liquidity.

## Unforeseen Expenses

This amount of money is meant for all unexpected but necessary costs.

## 3090 Active Member Activity

- 75 This is the amount of money that will be spent to show appreciation to the active members of S.A. Proto through an active member activity.

## Total of All General Expenses

All general income and expenses of S.A. Proto. A detailed overview can be found on page 6.

## Total of all Committees

- 80 All income and expenses of S.A. Proto's committees. A detailed overview can be found on page 11.

## Total of All Reservations

The amount of money that will be put into, or pulled out of reservations. A detailed overview can be found on page 16.

## Total of All Result Accounts

- 85 The income and expenses expected for the drinks organized by S.A. Proto, and the food being sold at the Protopolis. A detailed overview can be found on page 17.

# Income Statement General Expenses

This chapter describes the general expenses S.A. Proto expects to make in the coming year.

| Source                       | Income<br>2020/2021 | Expenses<br>2020/2021 | Operating<br>Result |
|------------------------------|---------------------|-----------------------|---------------------|
| 3000 Fee OS                  | € -                 | € 70.00               | € -70.00            |
| 3010 Food / drinks           | € -                 | € 300.00              | € -300.00           |
| 3015 Coffee                  | € -                 | € 350.00              | € -350.00           |
| 3020 Protopolis              | € -                 | € 700.00              | € -700.00           |
| 3030 Bookkeeping Software    | € -                 | € 410.00              | € -410.00           |
| 3040 Banking Costs           | € -                 | € 450.00              | € -450.00           |
| 3050 Printing                | € -                 | € 50.00               | € -50.00            |
| 3060 Board Insurance         | € -                 | € 65.00               | € -65.00            |
| 3070 Representation          | € -                 | € 600.00              | € -600.00           |
| 3075 Member Passes           | € -                 | € 30.00               | € -30.00            |
| 3100 Phone                   | € -                 | € 150.00              | € -150.00           |
| 3110 Attaining New Board     | € -                 | € 250.00              | € -250.00           |
| 3120 Activities by the Board | € 1,600.00          | € 2,400.00            | € -800.00           |
| 3130 Good ideas Budget       | € -                 | € 150.00              | € -150.00           |
| 3140 Board Weekend           | € -                 | € 600.00              | € -600.00           |
| 3150 Board Clothing          | € -                 | € 600.00              | € -600.00           |
| 3160 Committee Clothing      | € -                 | € 1,300.00            | € -1,300.00         |
| 3170 Posters                 | € -                 | € 100.00              | € -100.00           |
| 3190 Constitution Drink      | € -                 | € 1,600.00            | € -1,600.00         |
| 3200 Take Away Dinner Costs  | € 3,600.00          | € 3,700.00            | € -100.00           |
| 3535 EEMCS Activities        | € 300.00            | € 450.00              | € -150.00           |
| 3610 Food Helpers Activities | € -                 | € 750.00              | € -750.00           |
| 3640 COVID-19 measures       | € -                 | € 500.00              | € -500.00           |
| 3650 SBZ losses              | € 1,000.00          | € 1,300.00            | € -300.00           |
| <b>Total</b>                 | <b>€ 6,500.00</b>   | <b>€ 16,875.00</b>    | <b>€ -10,375.00</b> |

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## 3000 Fee OS (Overleg Studieverenigingen)

This is the yearly fee S.A. Proto pays for their membership of Overleg Studieverenigingen.

## 3010 Food / drinks

95 This is the budget for all the food and drinks that are free to use for Proto members. This includes things like tea, sauces, coffee cups etc. The budgeted amount is lower this year due to the limitations presented by COVID-19.

## 3015 Coffee

This money is used to buy coffee that is provided for free to Proto members. Again, the budgeted amount is lower this year due to limitations presented by COVID-19.

## 100 3020 Protopolis

This money is used for maintaining and improving the Protopolis. This year the board will look into buying new furniture for the Protopolis since some furniture is due for replacement.

## 3030 Bookkeeping Software

105 This is the yearly fee paid for the license of the bookkeeping software (Unit4) used by the treasurer.

## 3040 Banking Costs

This money covers the costs for having a bank account and any transaction costs.

## 3050 Printing

110 There is a printer present in the Protopolis that can be used by board members. The printer is out of order at this moment, but we expect to have this fixed and make use of this printer again. In the meantime the Xerox printers at the UT are used for printing and this budget also covers those costs.

## 3060 Board Insurance

115 This money goes to the insurance that prevents board members to be held responsible in case of calamities in the association.

## 3070 Representation

This money goes to any cause that represents the association to members or external parties. This could for example be positive contact with other associations or appreciation for our members and the study staff.

## 120 3075 Member Passes

This budget is for the toner for the pass printer.

## 3100 Phone

This is the money paid for having a phone line.

## 3110 Attaining New Board

125 This budget will be used for finding candidate board members. Due to the COVID-19 situation finding a new board might be harder than previous years, that is why this budget has been increased.

## 3120 Activities by the Board

130 The board organises some activities throughout the year. This budget is meant for those activities, both the ProtoNights and bigger activities.

## 3130 Good Ideas Budget

This is a budget that can be used for realising good ideas members come up with.

## 3140 Board Weekend

135 This money will be used for the board weekend organised by the board at the end of the year when the candidate board has been chosen.

## 3150 Board Clothing

140 The association compensates the board for purchasing clothes for official occasions, where they need to represent the association appropriately. The association has significantly grown in the past years and this should be reflected in the appearance of the board. We raised the budget per board member to €150,-.

## 3160 Committee Clothing

This is a budget available for committees to buy clothing to make themselves recognizable at events. Every committee has up to €85,- available with a maximum of €15,- per committee member.



## 145 3170 Posters

This is the budget used for printing A3 posters to promote events. Due to the COVID-19 measures there will probably be less activities in at least the beginning of the year, so less posters will be needed. Furthermore, the Protopolis will not be open to members at the beginning of the academic year, so posters would be less effective. Because of these reasons, the budgeted amount is lower than last year.

## 3190 Constitution Drink

This money is used for the constitution drink held to celebrate the charging of the new board. The constitution drink can not be held at the beginning of the board year due to the current COVID-19 measures in place, but the plan is still to organise it at a later point in time if the rules allow it.

## 3200 Take-Away Dinner Costs

This money is used for take-away orders placed via Proto which often happen when Proto organises an activity in the evening. €100 is budgeted to cover any delivery costs.

## 3535 EEMCS Activities

This money is used for the activities organised together with the other study associations of the EEMCS faculty.

## 3610 Food Helpers Activities

This money is used to offer food compensation for EROs, drafters, Photographers and COVID-19 coordinators who work during dinner hours.

## 165 3640 COVID-19 Measures

This money is used to buy equipment used to comply with the COVID-19 measures. For example a stylus for the OmNomCom or hand sanitizer can be bought with this money.

## 3650 SBZ losses

Due to COVID-19, SBZ suffered financial loss. To allow SBZ to continue, they need extra money. This money, from which €1000,- comes from a reservation made in the previous year, will be used to help SBZ cover their losses.

## Income Statement Committees Overview

175

This chapter shows the expected expenses and income of the committees of S.A. Proto. The amounts have been kept the same or close to the values of previous year, even though COVID-19 can make it harder to organise activities. Activities with COVID-19 measures might turn out more expensive. So even though less activities might be organised, the costs are expected to be similar to the costs before the COVID-19 outbreak.

| Source (committee)   | Income<br>2020/2021 | Expenses<br>2020/2021 | Operating<br>Result |
|--|---------------------|-----------------------|---------------------|
| 4000 Activity Committee Extraordinaire                       | € 600.00            | € 1,100.00            | € -500.00           |
| 4020 Camp Committee  | € 5,740.00          | € 5,740.00            | € -                 |
| 4040 Kick-In Committee CreaTe                                | € 150.00            | € 150.00              | € -                 |
| 4080 pLan  | € 100.00            | € 150.00              | € -50.00            |
| 4112 EmergenCie  | € -                 | € 50.00               | € -50.00            |
| 4120 TIPCie  | € -                 | € 100.00              | € -100.00           |
| 4140 Gala Committee  | € 6,600.00          | € 7,500.00            | € -900.00           |
| 4221 Lustrum Committee                                       | € 2,400.00          | € 4,000.00            | € -1,600.00         |
| 4240 ProtoTrip   | € 2,400.00          | € 2,900.00            | € -500.00           |
| 4242 Have You Tried Turning It Off and On Again<br>Committee | € -                 | € 540.00              | € -540.00           |
| 4260 First Year Committee                                    | € 450.00            | € 600.00              | € -150.00           |
| 4280 Culture Committee                                       | € 150.00            | € 250.00              | € -100.00           |
| 4320 FishCie   | € 150.00            | € 200.00              | € -50.00            |
| 4330 SportCie  | € 900.00            | € 1,300.00            | € -400.00           |
| 4340 Audit Committee   | € -                 | € 50.00               | € -50.00            |
| 4350 Almanac Committee                                       | € 1,700.00          | € 1,700.00            | € -                 |
| 4360 Protography   | € -                 | € -                   | € -                 |
| 4370 Acquisition Committee                                   | € -                 | € 250.00              | € -250.00           |
| 4390 EducaCie  | € -                 | € 150.00              | € -150.00           |
| 4410 Board of Advisors                                       | € -                 | € 25.00               | € -25.00            |
| 4400 Symposium Committee                                     | € 900.00            | € 1,000.00            | € -100.00           |
| 4440 ENTROPcY  | € 250.00            | € 250.00              | € -                 |
| 4460 DIYCie  | € 2,000.00          | € 2,350.00            | € -350.00           |
| 4465 Handyman Committee                                      | € -                 | € 50.00               | € -50.00            |
| 4470 InteracCie  | € 100.00            | € 200.00              | € -100.00           |
| 4480 DisCo   | € -                 | € 75.00               | € -75.00            |
| 4490 Integration Week Committee                              | € -                 | € -                   | € -                 |
| <b>Total</b>   | <b>€ 24,590.00</b>  | <b>€ 30,680.00</b>    | <b>€ -6,090.00</b>  |

## 180 4000 Activity Committee Extraordinaire

The ACE regularly organises activities for Proto, most of their money will come from the participant fee of activities. This budget is for the remaining money needed to organize the activities.

## 4020 Camp Committee

185 The Camp Committee usually organises a camp at the beginning of the academic year. All their costs are covered by sponsoring from the EEMCS faculty and the participant fee. Due to the COVID-19 measures the Camp will be postponed until the rules allow for it to be organised.

## 4040 Kick-In Committee CreaTe

190 The KICC organises the faculty days of the Kick-In. Since the Kick-In was online this year, there is almost no money flow in this committee.

## 4080 pLAN

The pLAN covers most of their costs with the participant fee of their activities. Next to this budget, they also have a reservation for replacing broken or buying new equipment.

## 4112 EmergenCie

195 The EmergenCie requested new ERO straps which are more comfortable and easy to use, since the old ones are due to be replaced. This budgeted amount will cover the costs for four new ERO straps.

## 4120 TIPCie

200 The TIPCie organises all the drinks of Proto. This budget allows the committee to organise themed drinks.

## 4140 Gala Committee

Since this year is a Lustrum year, the gala will not be organised together with two other associations. Since the gala will be organised by Proto alone, the budget is higher than in previous years. This €600 increase comes from the lustrum reservation.

## 205 4221 Lustrum Committee

This year there will be no Dies Committee. Instead, the Lustrum Committee will organise special activities. The Lustrum Committee receives money from the Lustrum reservation to allow for a lot of very special activities. This budget includes €600 which would normally be the Dies

210 budget, €500 which would normally go to the Lustrum reservation and €400 from the previously built-up Lustrum reservation.

## 4240 ProtoTrip

The ProtoTrip committee organises a nice trip for Proto members. They receive a budget for this to help lower the participant fee. Last year the budget turned out to be a bit on the low end, so this year get a bit more.

## 215 4242 Have You Tried Turning It Off and On Again Committee

The HYTTIOAOAc receives a budget to cover the costs of website, email and storage hosting as well as licenses for apps. Next to this, a €100,- hardware reservation is made. The budget plan of the HYTTIOAOAc is included in the Appendix.

## 4260 First Year Committee

220 The First Year Committee introduces first year students to committees and activism and organises multiple activities throughout the year. Proto sponsors this with this budget.

## 4280 Culture Committee

The Culture Committee will use this budget to organize cultural activities for Proto Members.

## 4320 FishCie

225 The FishCie takes care of the fish in the Protopolis. Normally they get their money from donations and the HABHAK. Due to the COVID-19 measures, the HABHAK will probably not happen as often, so a small amount of money has been budgeted in to make sure the fish stay alive. Next to that, the FishCie wants to make some improvements to the aquarium, so extra money has been budgeted to allow them to do this.

## 230 4330 SportCie

The SportCie organises sports related activities as well as the Proto delegation of the Batavierenrace and the StAf football competition. To cover the costs for that, they receive this budget.

## 4340 Audit Committee

235 The Audit Committee helps out the Treasurer of S.A. Proto both by giving advice as well as by ensuring the financials of S.A. Proto are in check. This budget goes to providing food and drinks for their meetings.

## 4350 Almanac Committee

240 The Almanac Committee is responsible for creating a beautiful Lustrum Almanac for S.A. Proto. They cover their costs partly with sponsorships, the other €1000 comes from the Lustrum reservation.

## 4360 Protography

The Protography takes pictures without making any costs. When needed, money for food is provided from the Food Helpers Activities budget.

## 245 4370 Acquisition Committee

The Acquisition Committee gets a budget to cover travel costs made by its members while obtaining or maintaining business relationships. This budget now also includes costs made by the Officer of External Affairs related to obtaining or maintaining business relations, this results in an extra €100,- budget..

## 250 4390 Educacie

The Educacie organises study nights, information markets and handles other educational affairs. In the previous year they ran low on budget when organising the information markets, so this year the budget is a bit higher.

## 4410 Board of Advisors

255 The Board of Advisors assists the Board during their board year. This budget can be used for food or an appreciation present.

## 4400 Symposium Committee

260 Last Symposium was cancelled, but this year a new Symposium Committee will be set up. The budget they receive will help to start up the committee. The main source of money will be sponsors of the Symposium.

## 4440 ENTROPcY

265 The ENTROPcY is a committee of experienced people who help out in times of need, organise some nice activities and can cover other committees when they experience sudden problems. They do not get any budget, because costs they make can be covered by the budgets of the committees they help.

## 4460 DIYCie

270 There are currently two DIYCie's. DIYCie 1.0 used their budget from last year and doesn't need a new budget, they already bought all the requirements for their activity and will organise their activity this academic year. DIYCie 2.0 has not used any budget and will thus receive a budget this year for organising an activity.

## 4465 Handyman Committee

The Handyman Committee will get a budget for buying materials this year, just like last year.

## 4470 InteracCie

275 The InteracCie organises activities for the students of the master Interaction Technology, and part of their costs are covered by Proto. The other costs they have will be covered by the participant fee of their activities.

## 4480 DisCo

The DisCo receives a small budget for buying things like decorations for parties.

## 4490 Integration Week Committee

280 The Integration Week Committee has been planning a week full of activities to help the first years to integrate and get to know each other. Unfortunately, due to COVID-19, these plans had to be canceled, resulting in no expected income or outcome.

# Reservations

| Source<br>(Reservations)      | Income<br>2020/2021 | Expenses<br>2020/2021 | Operating<br>Result |
|-------------------------------|---------------------|-----------------------|---------------------|
| 1708 pLAN                     | € -                 | € 50.00               | € -50.00            |
| 1800 HYTTIOAOAc<br>& OmNomCom | € -                 | € 300.00              | € -300.00           |
| <b>Total</b>                  | <b>€ -</b>          | <b>€ 350.00</b>       | <b>€ -350.00</b>    |

285

## 1708 pLAN

Just like last year, a small reservation will be made for the pLAN committee, to be used for replacing broken game consoles, controllers, etc.

## 1800 Have You Tried Turning It Off And On Again committee & OmNomCom

290

Two hardware reservations are made: €100 for the HYTTIOAOAc and €200 for the OmNomCom. The reservation made for the HYTTIOAOAc will be used for replacing the devices used by this committee if they break, for example the screens used by Protube. The reservation for the OmNomCom is made to replace OmNomCom related appliances, an overview of these appliances and the amount of money reserved for those can be found on page 17.

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# Result Accounts

| Result Accounts | Income<br>2020/2021 | Expenses<br>2020/2021 | Operating<br>Result |
|-----------------|---------------------|-----------------------|---------------------|
| 1410 TIPCie     | € 3,000.00          | € 3,000.00            | € -                 |
| 3600 OmNomCom   | € 4,000.00          | € 4,000.00            | € -                 |
| <b>Total</b>    | <b>€ 7,000.00</b>   | <b>€ 7,000.00</b>     | <b>€ -</b>          |

## 1410 TIPCie

300 Income, expenses, and reservations of the TIPCie, primarily for organising drinks.

## 3600 OmNomCom

305 Income, expenses and sales for the OmNomCom committee, which organises all the food/drinks in Protopolis. Costs include new purchases as well as reservations for hardware replacements, of which an overview can be found here. As the OmNomCom is expected to be used less this year in comparison to previous years, the hardware reservation is made separately as turnover of the OmNomCom sales is not expected to be high enough to cover these costs.

| Inventory                | Worth    | Expected life span | Bought in | Reservation per year |
|--------------------------|----------|--------------------|-----------|----------------------|
| Fridge built-in          | € 350.00 | 10                 | 2010      | € 35.00              |
| Fridge separate          | € 350.00 | 10                 | 2010      | € 35.00              |
| Fridge beer              | € 200.00 | 7                  | 2016      | € 28.57              |
| Display cupboards        | € 150.00 | 10                 | 2010      | € 15.00              |
| Tosti grill              | € 200.00 | 5                  | 2015      | € 40.00              |
| Coffee Machine           | € 200.00 | 5                  | 2015      | € 40.00              |
| <b>Reservation total</b> |          |                    |           | <b>€ 193.57</b>      |
| New Tosti Grill          | € 292.00 | 3                  | 2018      | € 97.33              |
| <b>Write off total</b>   |          |                    |           | <b>€ 97.33</b>       |
| <b>Total</b>             |          |                    |           | <b>€ 290.90</b>      |



## Appendix A - HYTTIOAOAc Budget Plan

| Description                    | Expected         |
|--------------------------------|------------------|
| <b>Web Hosting</b>             |                  |
| Expected                       | € -143,70        |
| Unexpected Upgrade             | € -              |
|                                |                  |
| <b>Hardware</b>                |                  |
| Expected                       | € -              |
| Unexpected                     | € -50,00         |
| Reservation Usage              | € -              |
| Reservation Top-up             | € -100,00        |
|                                |                  |
| <b>Other</b>                   |                  |
| Peripherals Expected           | € -              |
| Peripherals Unexpected         | € -50,00         |
|                                |                  |
| Domainnames Expected           | € -81,19         |
| Domainnames Unexpected         | € -20,00         |
|                                |                  |
| Software Expected              | € -141,10        |
| Software Unexpected            | € -25,00         |
|                                |                  |
| Other Expected                 | € -              |
| Other Unexpected               | € -25,00         |
|                                |                  |
| <b>Balance</b>                 | <b>€ -635,99</b> |
|                                |                  |
| <b>Spending on Reservation</b> | <b>€ -100,00</b> |
|                                |                  |
| <b>Total Balance</b>           | <b>€ -535,99</b> |
|                                |                  |
| <b>Of Which Unexpected</b>     | <b>€ -170,00</b> |
| <b>Of Which Expected</b>       | <b>€ -365,99</b> |