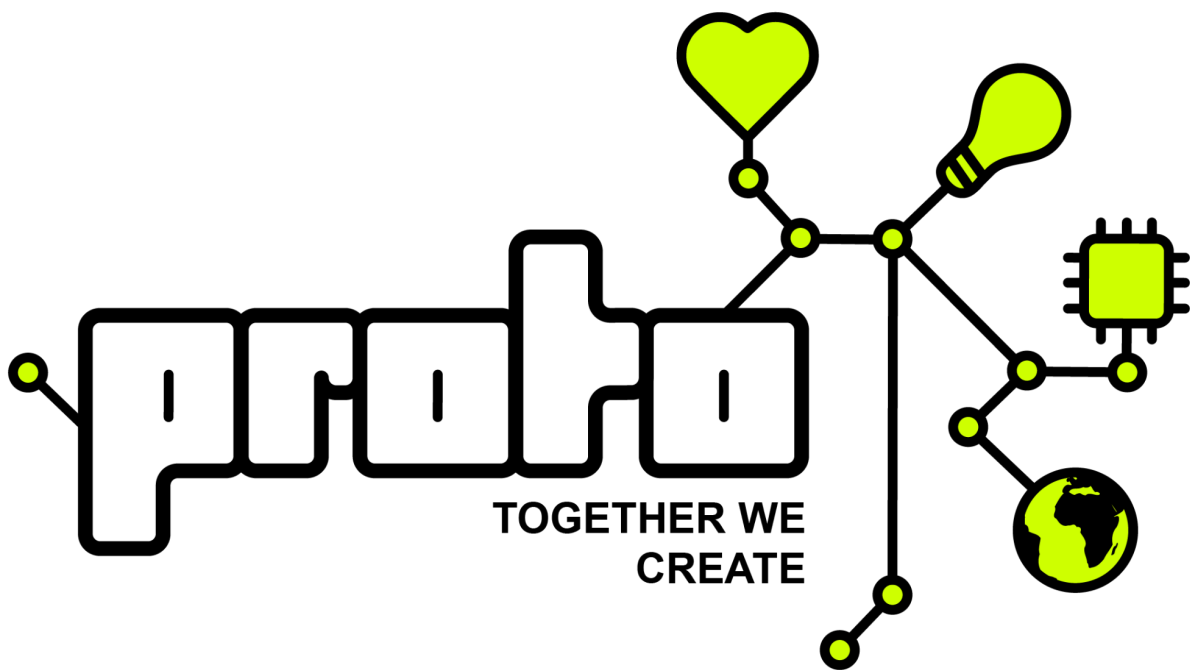


Study Association Proto

Budget Plan 2022 - 2023



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Introduction

This document presents the budget plan of Proto for the year 2022-2023. The report describes the period from 01-08-2022 up to and including 31-07-2023. Estimations within this document are based on previous years' income, expenses and the policy plan.

I would hereby like to thank the current Audit committee consisting of Sanne Bouman, Peter van der Burgt, Jur van Geel, Maxim de Leeuw and Imke Verschuren for their feedback and valuable insights when writing this financial plan. In particular I would like to thank Martijn van Ooijen both as a candidate Audit committee member providing feedback on this document and as previous treasurer for his constant help during my candidate board period.

Incoming Statement Overview

Source	Income 2022/2023	Expenses 2022/2023	Operating result	End of year 31-07-2022
Membership fees	€ 7,450.00	€ 0.00	€ 7,450.00	€6,855.00
Donors	€ 5.00	€ 0.00	€ 5.00	€0
Sponsoring	€ 9,000.00	€ 0.00	€ 9,000.00	€ 8,101.89
EEMCS Subsidy	€ 11,000.00	€ 0.00	€ 11,000.00	N/A
Total Income			€ 27,455.00	€14,958.24
Total of General Expenses	€ 0.00	€ 16,590.00	-€ 16,590.00	-€12,135.88
Total of Committees	€ 33,120.00	€ 40,125.00	-€ 7,005.00	-€5,602.07
Total of Reservations	€ 0.00	€ 800.00	-€ 800.00	-€750.00
Total of Result Accounts	€ 28,500.00	€ 28,500.00	€ 0.00	-€806.16
Unforeseen Expenses	€ 0.00	€ 2,000.00	-€ 2,000.00	€0.00
Total Expenses			-€ 26,395.00	-€ 19,294.11
Total	€89,075.00	€88,015.00	€ 1,060.00	-€ 4,335.87

Membership Fees

This is the expected income of the membership fees of Proto's members. The estimation is based on 520 affiliated ordinary members paying €10,- each, and 450 unaffiliated ordinary members paying €5,- each.

Donors

Income from one donor is expected in the coming year.

Sponsorship

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

EEMCS Subsidy

This is the amount of money that Proto receives from the EEMCS faculty for being the study association of the bachelor Creative Technology and the master Interaction Technology. This amount is currently determined as a product of a fixed amount per member and the amount of members of Proto studying Creative Technology and Interaction Technology. The subsidy of the previous year is yet to be determined and therefore there are no numbers available yet of that financial year.

Total of All General Expenses

All general income and expenses of Proto. A detailed overview can be found [here](#).

Total of All Committees

All income and expenses of Proto's committees. A detailed overview can be found [here](#).

Total of All Reservations

The amount of money that will be put into, or pulled out of reservations. A detailed overview can be found [here](#).

Total of All Result Accounts

The income and expenses expected for the drinks organised by Proto, and the food being sold at the Protopolis. These accounts should cancel themselves out, since income and expenses are expected to be equal. A more detailed overview can be found [here](#).

Unforeseen Expenses

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

Liquidity

The resulting surplus in the table above goes towards building up Proto's liquidity. This liquidity makes up the accumulated savings that Proto relies on to pay for day-to-day expenses in case of delayed or missing payments and has been set in the liquidity plan of Proto for the period 2021-2026.

Overview of General Expenses

Source	Operating Result	End of year 31-07-2022
3000 Fee OS	-€ 85.00	-€85.00
3010 Food / drinks	-€ 1,500.00	-€724.98
3020 Protopolis	-€ 400.00	-€412.60
3030 Bookkeeping Software	-€ 410.00	-€833.15
3035 External Affairs Software (CRM)	-€ 210.00	-€159.72
3040 Banking Costs	-€ 460.00	-€340.05
3050 Printing	-€50.00	-€20.00
3060 Board Insurance	-€ 65.00	-€60.50
3070 Representation	-€ 700.00	-€445.04
3075 Member Passes	-€ 100.00	-€0.00
3090 Active Member Appreciation	-€ 3,500.00	-€2,564.00
3100 Phone	-€50.00	-€16.47
3110 Attaining New Board	-€150.00	-€102.22
3120 Activities by the Board	-€700.00	-€604.47
3125 Board restitution	-€ 660.00	N/A
3130 Good Ideas Budget	-€ 250.00	-€68.01
3140 Board Weekend	-€ 800.00	-€800.00
3150 Board Clothing	-€1,200.00	-€1.000
3160 Committee Members Budget	-€ 1,700.00	-€1.347.15
3170 Posters	-€ 400.00	-€41.50
3190 Constitution Drink	-€ 1,700.00	-€1,638.46

3200 Take-Away Dinner Costs	-€ 200.00	-€0.00
3535 Activities With Other Associations	-€ 450.00	-€638.49
3610 Food Helpers Activities	-€ 850.00	-€301.35
Total	-€ 16,590.00	-€ 12,203.16

3000 Fee OS (Organisation of Study Associations)

This is the annual fee Proto pays for their membership of Organisation of Study Associations (OS). OS is the umbrella organisation of which most study associations of the UT are a member.

3010 Food and Drinks

This is the budget set for acquiring tea, coffee, sauces, coffee cups etc. that are free to use for any member of Proto.

3020 Protopolis

This money is used for maintaining and improving the Protopolis. Plans are made to buy either new chairs for the workspace in the Protopolis or a new screen on which the posters and a roster of this week's activities can be displayed.

3030 Bookkeeping Software

This is the annual fee paid for the licence of the bookkeeping software (Unit4) used by the treasurer.

3035 External Affairs Software

This software is used by the Officer of External Affairs and the Acquisition committee as a way to easily keep track of companies. This year, the costs of this software will slightly increase. The name of this software is Sponsit.

3040 Banking Costs

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

3050 Printing

There is a printer present in the Protopolis that can be used for printing Proto related documents with the authorisation of a board member. Expenses will go to operating costs of this printer.

3060 Board Insurance

This money goes to the insurance that protects the interests of Proto's board members in case of calamities in the association, meaning that board members will not be financially responsible when the association goes bankrupt.

3070 Representation

This money goes to any cause that represents the association to members or external parties. This could for example be contact with other associations or appreciation for our members and the study staff. Last year the same amount was budgeted, however a limited amount was spent due to uncertainty regarding where the representation budget could be used for. This year this information was passed through, meaning probably more money will be taken out of the representation budget.

3075 Member Passes

This budget is for the toner for the pass printer and the passes themselves. In the previous years, the member pass printer has been out of order. The plan is to reinstall the printer this year. Since a lot of members will probably want to be in possession of a member pass, the budget for the member passes has been changed accordingly.

3090 Active Member Appreciation

This is the amount of money that will be spent to show appreciation to the active members of Proto through an active member activity. More money will be set aside this year as the board is planning to organise a bigger active member activity (AMA), possibly in the form of an active member weekend.

3100 Phone

This is the money paid for having a phone line. Since no invoice has been sent for this for a couple of years already, a minimum amount of €50,- will be set aside for the phone line.

3110 Attaining New Board

The thirteenth candidate board will be attained this year. Multiple activities are organised to prepare and inform the new candidate board. These activities include a board interest lunch and meetings where a candidate board member can speak to a board member one-to-one. During these meetings, lunch is provided. The budget will be used to cover these costs.

3120 Activities by the Board

The board organises multiple activities throughout the year. This budget is meant for those activities, both the ProtoDays and bigger activities.

3125 Board Restitution

Starting this year, board members will receive partial restitution for activities they have to be present at due to their task as board responsible. This to partly reduce the financial pressure board members put upon themselves when deciding to start a board year. The total amount of compensation will be €660,- euros equally divided over the board.

3130 Good Ideas Budget

This is the budget that can be used for realising good ideas members come up with. This budget has been increased to give members more financial space for fun and original ideas. Furthermore, this budget can be used to offer a small budget for societies with nice ideas for activities. This budget can be handed out to a society when the board believes the activity is novel and contributes to the association. For example giving a workshop for members.

3140 Board Weekend

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

The association compensates the board for purchasing clothes for official occasions, where they need to represent the association appropriately. This compensation is €200,- per board member.

3160 Committee Members Budget

This is the budget available for committees to organise a team building or to buy clothing to make themselves recognizable at events. Every member of a committee can spend up to €15 euros for either a teambuilding activity or committee clothing. The committee cap of €75 euros has been disbanded for non-helper committees. The committee cap will stay in place for the GraphiCie, ProtOpeners, Guild of Drafters, Protography, EmergenCie and the OmNomCom committee due to their high number of committee members. Certain committees that have to have committee clothing to be recognisable at events, such as the Dies Committee and the Symposium committee are able to ask up to another €30,- for a teambuilding.

3170 Posters

To properly promote the events organised by Proto, this budget is available for committees to print up to four A3 posters per activity.

3190 Constitution Drink

Proto organises a constitution drink to celebrate the charging of their new board. Beer will be offered for free during this drink.

3200 Take-Away Dinner Costs

Money to be spent on take-away dinners before or during activities. Proto pays for the delivery fee.

3535 Activities With Other Associations

Proto organises a couple of activities per year together with other associations, mostly with the study associations of the faculty of EEMCS. For these activities, each association contributes some money. These activities include two trips: the EEMCS Trip and the Ski trip.

3610 Food Helpers Activities

This budget will be used for offering food compensation to the ERO's, drafters and photographers when helping the association during dinner hours. This compensation will be 7.50 euros per meal.

Income Statement Committees Overview

Source (committee)	Income 2022/2023	Expenses 2022/2023	Operating Result	End of year 31-07-2022
4000 Activity Committee Extraordinaire	€ 600.00	€ 1,000.00	-€ 400.00	-€436.84
4020 Camp Committee	€ 6,000.00	€ 6,000.00	€ 0.00	-€0.00
4040 Kick-In Committee CreaTe	€ 6,000.00	€ 6,000.00	€ 0.00	€0.00
4080 pLAN	€ 150.00	€ 225.00	-€ 75.00	-€82.86
4112 EmergenCie	€ 0.00	€ 50.00	-€ 50.00	-€91.98
4120 TIPcie	€ 0.00	€ 150.00	-€ 150.00	-€644.13
4140 Gala Committee	€ 6,000.00	€ 6,800.00	-€ 800.00	-€670.75
4220 Dies Committee	€ 2,000.00	€ 2,700.00	-€ 700.00	-€592.92
4240 ProtoTrip	€ 2,400.00	€ 2,900.00	-€ 500.00	-€474.85
4242 Have You Tried Turning It Off and On Again Committee	€ 0.00	€ 600.00	-€ 600.00	-€517.38
4260 First Year Committee	€ 450.00	€ 600.00	-€ 150.00	€11.79
4280 Culture Committee	€ 150.00	€ 300.00	-€ 150.00	€15.73
4320 FishCie	€ 270.00	€ 350.00	-€ 80.00	-€70.67
4330 SportCie	€ 900.00	€ 1,300.00	-€ 400.00	-€626.94
4340 Audit Committee	€ 0.00	€ 50.00	-€ 50.00	-€4.97
4360 Protography	€ 0.00	€ 500.00	-€ 500.00	€0.00
4370 Acquisition Committee	€ 0.00	€ 100.00	-€ 100.00	-€4.17
4390 EducaCie	€ 0.00	€ 150.00	-€ 150.00	-€444.50
4400 Symposium Committee	€ 2,000.00	€ 2,500.00	-€ 500.00	€90.12

4410 Board of Advisors	€ 0.00	€ 50.00	-€ 50.00	-€25.00
4440 ENTROPcY	€ 250.00	€ 250.00	€ 0.00	€3.81
4450 Guild of Drafters	€ 0.00	€ 400.00	-€ 400.00	-€0.06
4460 DIYCie	€ 1,500.00	€ 1,850.00	-€ 350.00	-€250.03
4465 Handyman Committee	€ 0.00	€ 50.00	-€ 50.00	-€30.57
4470 InteracCie	€ 100.00	€ 200.00	-€ 100.00	-€74.51
4480 DisCo	€ 0.00	€ 200.00	-€ 200.00	€209.51
4490 Surf Camp Committee	€ 4,350.00	€ 4,850.00	-€ 500.00	N/A
5000 Societies	€ 0.00	€ 0.00	€ 0.00	-€ 4.64
Total	€ 33.120,00	€ 40.125,00	-€ 7.005,00	-€ 4.716,81

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 organise the activities.

4020 CampCo

The Camp Committee usually organises a camp at the beginning of the academic year. All their costs are covered by sponsorship from the EEMCS faculty and the participant fee.

4040 Kick-In Committee CreaTe

The KICC organises the faculty days of the Kick-In. Their costs are completely covered by money they receive from the EEMCS faculty and participation fees.

4080 pLAN

The pLAN gets most of the money they need for their activities from participation fees. This budget can be used for expenses such as snacks during a game night. This budget is not meant for replacing broken items or buying new equipment, for this the pLAN has a separate reservation.

4112 EmergenCie

The EmergenCie does not require any money for their work. Thanks to the OS Proto received eight ERO courses to expand the size of the ERO group. Therefore, the EmergenCie will only receive a small budget for the potential refilling of ERO supplies such as the first aid kits.

4120 TIPcie

The TIPcie organises all of Proto's drinks. They get some budget to organise some themed drinks.

4140 Gala Committee

The Gala Committee organises the annual gala. It is still unsure whether the gala will be organised with other associations this year and if yes, with which associations. Due to this uncertainty, the budget has been increased to create a financial buffer. If it is decided that the gala will be organised with other associations, the budget will be reconsidered to see whether the extra money is still necessary.

4220 Dies Committee

The Dies Committee organises all kinds of events during the birthday week of Proto.

4240 ProtoTrip

The ProtoTrip committee organises a weekend trip for Proto members. For this they get a budget, which will help lower participation costs.

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 licences for apps. This year the website received an upgrade, which will result in higher costs.

4260 First Year Committee

The First Year Committee introduces first year students to committees and activism and organises multiple activities throughout the year.

4280 Culture Committee

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

4320 FishCie

The budget for this committee is mainly meant to handle the upkeep of the aquarium situated in Protopolis. The HABHAF (Have A Break, Have A Fishstick) which replaced the HABHAK as of previous year, will be started up as soon as possible to guarantee a proper financial flow for the committee.

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

The Audit Committee helps out the treasurer of Proto both by giving advice as well as by ensuring the finances of Proto are in check. This budget will be used for providing food and drinks for their meetings.

4360 Protography

The Protography will get a budget this year for the purchase of a Protography camera, which will be accessible to all committee members and is offered to lower the barrier of joining the Protography. The board responsible of the Protography committee is responsible for the purchase of this camera.

4370 Acquisition Committee

The Acquisition Committee gets a budget to cover travel costs when members need to travel to companies.

4390 Educacie

The Educacie organises study nights, information markets and handles other educational affairs. For the organisation of these activities they receive this budget.

4410 Board of Advisors

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

4400 Symposium Committee

The budget the Symposium Committee receives will help to start up the committee. The main source of money will be sponsors of the Symposium.

4440 ENTROPcY

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.

4450 Guild of Drafters

In the previous year, a plan was set up to purchase vests for the drafters. This plan has not been carried out yet, however, it will be revised and executed this year. The budget of this committee is meant for these drafter vests, which should be worn by drafters during drinks.

4460 DIYCie

For the first DIYCie workshop, supplies have already been bought in order to organise the activity at the start of the year. The rest of the budget will be used to host one or two more workshops throughout this academic year.

4464 Handyman Committee

The Handyman Committee will get a budget for buying materials.

4470 InteracCie

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 make will be covered by the participant fee of their activities.

4480 DisCo

The DisCo receives a budget for buying things like decorations for parties. This year the DisCo will receive a higher budget to make their parties more festive; giving the committee the opportunity to i.e. offer welcome shots, host the party at a nicer location and add more decorations.

4490 Surf Camp Committee

The Surf Camp Committee will be a new committee as of this year which will organise a surf trip. The budget is used to lower the participation fee of this trip.

Reservations

Source (Reservations)	01/08/2022	31/07/2023	Mutation
1630 Lustrum	€ 700.00	€ 1,400.00	€ 700.00
1708 pLAN	€ 150.00	€ 150.00	€ 0.00
1800 HYTTIOAOAc	€ 300.00	€ 400.00	€ 100.00
Total	€ 1,150.00	€ 1,950.00	€ 800.00

1630 Lustrum

We will reserve €700,- for the Lustrum taking place in the year 2025/2026.

1708 pLAN

A small reservation has been made in the previous years for the pLAN committee, to be used for replacing broken game consoles, controllers, etc. that accidentally break during Proto activities. This reservation will remain the same this year, no extra money will be set aside.

1800 Have You Tried Turning It Off and On Again Committee

A reservation will be made for the HYTTIOAOAc that will be used for replacing the devices used by this committee if they break, for example the screens used for the Jukebox.

Result Accounts

Both the TIPcie and the OmNomCom are expected to break even with their income and expenses, so the operating result for both will be zero.

1410 TIPcie

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

3600 OmNomCom

Income, expenses, sales and reservations for the OmNomCom committee, which organises all the food/drinks in Protopolis. Merch sales are also handled through the OmNomCom. Costs include new purchases as well as reservations* for hardware replacements, of which an overview can be found here. The reservation for the tosti grill has been completed as of this year, so this reservation will not be noted within the overview. A new addition to the inventory is the beer bench cart which will be purchased at the start of this year. This investment will be returned by renting out the beer benches and tables throughout the year.

Inventory	Worth	Expected Lifespan in Years	Bought In	Reservation per Year
Beer Fridge	€200.00	7	2016	€28.57
Beer bench cart	€ 400.00	4	2022	€ 100.00
Total				€ 68,57

*A reservation is used for big purchases which you paid for during one year, but bookkeeping-wise you want to pay for in multiple periods.

Appendix A - HYTTIOAOA Budget Plan

Description	Expected	Realisation
Web Hosting		
Expected	€ -273,55	€ -
Unexpected Upgrade	€ -	
Hardware		
Expected	€ -	€ -
Unexpected	€ -50,00	€ -
Reservation Usage	€ -	€ -
Reservation Top-up	€ -	€ -
Other		
Peripherals Expected	€ -	€ -
Peripherals Unexpected	€ -50,00	€ -
Domainnames Expected	€ -106,56	€ -
Domainnames Unexpected	€ -20,00	€ -
Software Expected	€ -36,36	€ -
Software Unexpected	€ -25,00	€ -
Other Expected	€ -	€ -
Other Unexpected	€ -25,00	€ -
Balance	€ -586,47	€ -
Spending on Reservation	€ -	€ -
Total Balance	€ -586,47	€ -
Of Which Unexpected	€ -170,00	
Of Which Expected	€ -416,47	