

UNISCAPE DRAFT Budget 2019

	In (€)	Out (€)	Description
1	38.000		2019 Membership Fees (and earlier)
2	2000		reimbursement Tuscany Region for internship
3		1.500	outstanding tax payments
4		18.500	payment Network Office Staff (gross)
5		5.500	taxes (following job contract)
6		1.000	External Collaboration
7		700	Website and communication
8		2.500	UNISCAPE En-Route seminars (incl. publications)
9		3.000	financial controller /accountant
10		500	office costs and stationary
11		1.500	reimbursement travel costs staff
12		2.500	Annual meetings and events (incl. publications)
13		300	Bank account expenses
14		2.500	unforeseen
Total	€ 40.000	€ 40.000	

General considerations

The financial aim of UNISCAPE for 2019 is to close the year with at least the same assets as at closure of 2018. The budgeted expenditures will be kept at basic level.

In 2018 we had significative expenditure because of the payment of outstanding taxes (€ 3.010,67) and the reimbursement of the travel cost for the Director between 2014 and 2017 (€ 1.710,00).

With the VAT regime all UNISCAPE operations will be checked by the chartered accountant and each year the income tax statement will have to be submitted. Please consider the following comments:

ad 1. This is an estimated amount, based on the previous balances.

ad 2. The cost of the internship (€ 3.500) we had in 2018 in order to support the office functioning in Florence and to produce the UNISCAPE Report 2008-2018 will be for the most part covered by regional funds of Tuscany (€ 2.100) that will be granted in 2019.

ad 3. Between 2013 and 2015 the payment of employees' taxes were postponed; we are now recovering these outstanding debts, following a debit payment plan, defined by the chartered accountant. In 2017 we payed € 6.957, whereas in 2018 we payed 3010, 67 and in 2019 we'll have to consider a payment of € 1.500

ad 4/ad. 5. The Office Manager is the only full-time employee of the association. He has a regular Italian job contract maintaining the cost of labor fixed.

ad.6. For graphical or linguistic support in UNISCAPE publications

ad 7. Expenses due to UNISCAPE website.

ad.8. Considering two En Route Seminars each year

ad 9. The chartered accountant gives important and authoritative advice in employment and tax matters, and he approves the balance sheet. With the new VAT regime we have to check all our operations and the income tax statement must be submitted.

ad 10. Costs related to office work material.

ad 11. The Director and President are required to travel regularly for GA and other events and to attend some meetings crucial for UNISCAPE. Wherever it is impossible to claim these costs (only travel & accommodation) elsewhere, they rely on UNISCAPE reimbursement. We reduced the expenditure forecast for this year, because the Director is now located in Florence.

ad 12. This item refers to the organization of the General Assembly and other network meetings, if the real budget allows.

ad 13. Expenses due to Banca Etica for the bank account and debit/credit cards.

ad 14. This item refers to representation costs and other unforeseen small expenditures.