

DRAFT BUDGET 2024

	Expected incomes	Expected outcomes	Description
1	31000 €		2025 Membership Fees (and earlier)
2		13500 €	payment Network Office Staff (according with 2023 job contract)
3		4500 €	taxes (following 2023 job contract)
4		750 €	outstanding tax payment
5		1000 €	Website, communication, internet services
6		3000 €	financial controller/accountant
7		750 €	office costs and stationary
8		1000 €	travel costs staff
9		500 €	Bank account expenses
10		4000 €	contribution for 2025/2026 events
11		2000 €	unforeseen
Total	31000 €	31000 €	

General considerations

All UNISCAPE operations are checked by the chartered accountant and each year the income tax statement has to be submitted. The financial aim of UNISCAPE for 2025 is to close the year with at least the same assets as at closure of 2024.

Please consider the following precisions:

ad 1. If all the 35 members pay their fee in time this amount would be € 35.000. This is an estimated amount, based on 2024 balance.

- ad 2/ad. 3. The Office Manager is the only employee of the association. He has a regular Italian job contract maintaining the cost of labor fixed. In 2023, the contract has been revised to a half-time commitment, in order to reduce the expenses and the taxes.
- ad 4. Payment of outstanding taxes (according to the Revenue Agency's installment plan) will end in 2025.
- ad 5. Expenses due to UNISCAPE website maintaining and development; costs for communication and online services, such as Goggle Cloud, Zoom, Adobe Creative.
- ad 6. The chartered accountant gives important and authoritative advice in employment and tax matters, and he approves the balance sheet with a financial statement.
- ad 7. Costs related to office work material.
- ad 8. Director, President are required to travel regularly for GA and other events and to attend some meetings on behalf of UNISCAPE but they cover their travel expenses with their own funds.
- ad 9. Expenses due to Banca Etica for the bank account and debit/credit cards.
- ad 11. This item refers to representation costs and other unforeseen small expenditures.

