

1 Dear General Members Assembly,

2 In front of you is the second report of the Financial Audit committee of the year 2022-2023 up until the  
3 29th of September 2023. In total, the Financial Audit Committee checked the financial state of affairs on  
4 the 4th of March, 11th of April, 13th of September, 20th of September, 25th of September and the 29th  
5 of September. The report has been build up as follows:

- 6 1. Main cash box
- 7 2. Board checking account
- 8 3. Contribution
- 9 4. Inventory
- 10 5. Open budget items
- 11 6. Conclusion

12 Questions about this report are welcome at the GMA on the 2nd of October 2023. To gain a complete  
13 picture of the association's financial state, we recommend to additionally consult the executive board's  
14 financial year report.

15 Kind regards,  
16 Kirsten de Wit & Anne van Poppel  
17 Financial Audit committee 2022-2023

## 18 1. Main cash box

19 *In the main cash box of SPiN is the cash money of the association. When checking the main cash box it is*  
 20 *checked whether the cashbook is in order, whether the amount that is in the main cash box is the same*  
 21 *as the amount that's supposed to be in there and whether the forms for the small cash boxes are in*  
 22 *order.*

### 23 Comparing cashbook to accounting program

24 The cashbook is in line with the accounting program.

### 25 Counting the main cash box

26 The money in the main cash box is in line with the cash box.

### 27 Forms small cash boxes

28 No forms were missing.

### 29 Missing receipts (of cash payments)

30 There are no missing receipts of cash payments.

## 31 2. Board checking account

32 *Next to the main cash box, SPiN has three bills at the Rabobank. All incomes and expenses of this account*  
 33 *are being adopted into the accountancy program. It has been checked whether the amounts in the*  
 34 *accountancy program are the same as the amounts on the bill and whether there are receipts from each*  
 35 *expense.*

### 36 Counting accountancy program and bil (29-09-2023)

- 37 - The Executive Board's account: €24.983,01. After a correction booking, the Board account is in
- 38 line with Conscribo. A difference of €55,26 was found, but no error to explain this has been
- 39 found. Therefore, a correction booking was made.
- 40 - Deposit account: €11.236,64. This is in line with Conscribo.
- 41 - Bank guarantee: €4.001,67. This is in line with Conscribo.

### 42 Comparing accountancy program and account:

#### 43 Missing receipts

44 D074: missing receipt for a tip payment for the Salsa workshop for the Culture committee.

#### 45 Missing pin receipts

46 There are no missing pin receipts.

#### 47 Missing bills:

48 There are no missing bills.

### 49 Remarks concerning boards and active members immunity

50 For the immunity that has been paid, no forms are missing. There are however some active  
 51 members that did not yet request their immunity.

52 Remarks/questions for expense forms, declarations, bank statements  
 53 There are no remarks or questions.

### 54 3. Contribution

55 The treasurer started the preparation of collecting contribution in April. As also seen in previous years, it  
 56 took longer than expected to collect the contribution. Eventually the first round of contribution  
 57 collection was done in the end of May. Due to some difficulties with Rabobank the second round of  
 58 contribution collection took place in September. The Financial Audit committee recommends the next  
 59 treasurer to start earlier with the preparations to make sure that if any difficulties arise the second  
 60 round of contribution can take place earlier.

### 61 4. Inventory

62 *With the inventory is meant the value of certain things that SPiN owns, such as sweaters- vests stock. For*  
 63 *a large purchase, such as a camera or computer, it can be decided to spread the costs for the purchase*  
 64 *over several years.*

65 The inventory is not in line with Conscribo. Fourteen vests, twenty-four sweaters and two shirts are  
 66 missing. The Financial Audit committee recommended to write off the missing vests, sweaters, and  
 67 shirts, this has been done.

### 68 5. Open budget items

69 *Open budget items are amounts that have not yet been paid or received. Such as open bills, sponsoring or*  
 70 *declarations.*

71 There are multiple invoices of which payments still need to be received:

- 72 An invoice of €537,88 to Tappers
- 73 An invoice of €500,00 to Tappers
- 74 An invoice of €30,00 to K.O. Company
- 75 An invoice of €500 to De Waagh
- 76 Four payment requests of €65,00 to members of the Lustrum Committee
- 77 A payment request of €37,00 to a member for the Freshmen Weekend
- 78 An invoice of €150,00 to K.O. Company
- 79 An invoice of €69,00 to K.O. Company
- 80 An invoice of €50,00 to Het Ruighuis
- 81 An invoice of €126,25 to Synergy
- 82 An invoice of €150,00 to Synergy
- 83 An invoice of €75,00 to K.O. Company
- 84 An invoice of €100,00 to Hotel Nijmegen
- 85 An invoice of €150,00 to K.O. Company

86 During the financial audit it was also found that six payments are still to be received from the year 2021-  
 87 2022:

- 88 An invoice of €163,25 to MFVN
- 89 Two payment requests of €25,00 to two members of the Socialcie

- 90 An invoice of €83,34 to SPS-NIP
- 91 An invoice of €460,00 to Totally Snow
- 92 An invoice of €750,00 to Groots

93 Furthermore, there are a few invoices of which payments still need to be paid:

- 94 A declaration of €200,00 for coins to the drink
- 95 A declaration of €82,13 for the Freshmen weekend
- 96 An invoice of €750,00 to De Waagh
- 97 A declaration of €26,00 for Room costs
- 98 A declaration of €51,46 for prizes for the Party
- 99 A declaration of €39,15 for groceries for the Networking event
- 100 An invoice of €1.990,45 for the Almanac
- 101 An invoice of €21,50 to RAGweek Nijmegen
- 102 An invoice of €1.705,00 to K.O. Company

## 103 6. Conclusion

104 We are proud to see how the treasurer kept track of the bookkeeping throughout the year. Even though  
 105 the contribution collection was late due to unforeseen problems, the Financial Audit committee advises  
 106 the next treasurer to start in time to have enough time for any errors that may occur. The Financial Audit  
 107 committee does want to note that towards the end of the year a lot of declarations and invoices were  
 108 still missing or not correct in Conscribo. Even though the treasurer managed to fix this adequately, the  
 109 Financial Audit committee was only able to check most of the transactions at the last moment. The  
 110 committee therefore advises the next treasurer to start the preparation for the annual check sooner to  
 111 prevent this many last-minute alterations. Lastly, the Financial Audit committee would advise the next  
 112 treasurer to prioritize the rather long list of items under to be received to make sure SPiN will receive  
 113 this money as soon as possible and prevent this as much as possible in future years.

114 If you have any questions or remarks regarding this report, you will be more than welcome to ask them  
 115 on the GMA of the 3<sup>rd</sup> of October.

116 Kind regards,  
 117 *The Financial Audit Committee,*  
 118 Kirsten de Wit & Anne van Poppel