

1 Dear General Members' Assembly,

2 In front of you is the first report of the Financial Audit committee of the financial year 2021-2022 up
3 until the 18th of September 2022. In total, the Financial Audit committee checked the financial state
4 of affairs on the 26th of January, 22nd of May, 23rd of September, 30th of September, 7th of October
5 and 12th of October. 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 3rd of October 2022. To gain a complete
13 picture of the association's financial state, we recommend to additionally consult the executive
14 board's financial year report.

15 Kind regards,

16 Ellen van Duinhoven & Neele Ulken
17 Financial Audit committee 2021-2022

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

23 Comparing cashbook to accounting program

24 The cashbook is in line with Conscribo.

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 is one missing pin receipt of cash payments. There is an invoice that shows what the cash
31 withdrawal was used for.

32 **2. Board checking account**

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

37 **Counting accountancy program and bill (12-10-2022):**

38 The bestuursrekening is not in line with Conscribo. This is mainly due to an error connected
39 to the contribution collection, made by Conscribo. The treasurer is in contact to find out
40 whether it is possible to fix. An amount of €195,10 extra on the board account remains to be
41 unexplained. The Financial Audit committee recommends to make a correction booking if it
42 remains unclear where a mistake has been made.

43 **Comparing accountancy program and account:**

44 Missing receipts

45 There is a missing receipt of €258,00 for bread on the ski trip.

46 There is a missing receipt of €5,75 for room costs from the Spar University.

47 There is a missing receipt of €2,35 for room costs from the Spar University.

48 There is a missing receipt of €2,80 for the board speed dating activity at Tappers.

49 There is a missing receipt of €67,50 for GMA costs at the Waagh. There is however a pin
50 receipt from this transaction.

51 Missing pin receipts:

52 There are no missing pin receipts.

53 Missing bills:

54 There is a missing bill for Goudsche Schadeverzekeringen.

55 Remarks concerning boards and active members immunity
56 There are still some committee immunity forms not filled in yet. The financial audit
57 committee recommends to do this retroactively. This can be done via form or via Whatsapp
58 because of the COVID-19 situation.

59 Remarks/questions for expense forms, declarations and bank statements
60 There are no remarks or questions.

61 Contribution

62 The contribution collection took place on the 8th of August. This is very late. We understand there
63 were issues with the contribution collection due to a new contract of Rabobank, who put a maximum
64 on the amount SPiN is able to collect through incassos. SPiN was not informed of this change.
65 However, the Financial Audit committee still thinks the treasurer should have started with the
66 collection earlier. The second contribution collection took place on the 29th of September. We
67 believe the treasurer started the second contribution collection as soon as she was able to.

68 Inventory

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

72 The inventory is not in line with Conscribo. One shirt is missing. The Financial Audit committee
73 recommends to write off the missing shirt.

74 5. Open budget items

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

77 There a few invoices of which payments still need to be received.

78 An invoice of €725 to de Fuik.

79 An invoice of €861,34 to Athena, periode 3.

80 An invoice of €1286,82 to Athena, periode 2.

81 An invoice of €1207,19 to Athena, periode 1.

82 An invoice of €1562,19 to Athena Studies.

83 An invoice of €750 to Café Groots. Café Groots has said that due to financial problems, they are not
84 going to pay. The Financial Audit committee recommend looking into legal advice before giving up on
85 receiving the payment.

86 During the financial audit it was also found that two payments are still to be received from the year
87 2020-2021:

88 An invoice of €2223,51 to Athena, 2nd semester.

89 An invoice of €640,47 to Athena Studies.

90 **6. Conclusion**

91 Overall, the bookkeeping since the biannual report became messy. However, the treasurer has
92 managed to fix this adequately. Though the contribution collection was late due to unforeseen
93 problems, the Financial Audit committee thinks it is also due to a late start of starting the
94 contribution collection. We advise the next treasurer to start in time, so that there is enough time to
95 resolve any errors.

96 If you have any questions or remarks regarding this report, you will be more than welcome to ask
97 them on the GMA of the 13th of October.

98 Kind regards,
99 *The Financial Audit Committee,*
100 Ellen van Duinhoven & Neele Ulken

