

# Controller manual



# Aureus

2016-2017

## *1. Introduction: Controller of committee*

Being the controller of a committee, you will have the responsibilities of:

- Budget preparation, managing and updating the budget while having an overview of the financial situation of the committee. Every expense that will be done by the committee should always be checked by you before something will be paid. For you, this involves communication and meetings with the controller of Aureus to check the progression, the information in the Aureus administration and to get permission of the expenses planned. You are responsible for the realization of the committee at the end of the year.
- Contracts. You should always know which contracts should be prepared, which ones are waiting for signatures of the Aureus board, which ones are waiting for signatures of the company, and which ones are completed. After that, it is your responsibility to inform the controller of Aureus that the invoice can be send to the company. When a contract is signed by all parties, it is important to email this to your supervisory board member (not the controller of Aureus!).
- Discussing the financial choices of the committee with the Controller to get permission.

As soon as you will have any questions related to the topics mentioned above, it is important to go to the controller of Aureus.

It is important to improve the events of Aureus every year. Therefore, it is possible that changes are required in the committee to ensure these improvements. This is the reason why (almost) all of the committees aim to reach a break even result, which means there will be no positive nor negative result. When there is a positive results, the committee could propose improvements of the event with the money that is left.

Most important, no financial decision is made without approval of the controller of the Aureus board. This also includes confirmations of price indications and anything which results in a financial obligation for Aureus. After this year, your capabilities as controller will be measured by your realization of the budget, your choices about the budget and your communication with the controller of Aureus.

**Important note:** For the controllers of ARP, ACD and GDP, this manual can be useful but these controllers will have more responsibilities. This will be discussed during the meetings with the controller of Aureus.

## *2. Budget*

The budget of the committee will be prepared as soon as possible after the division of positions in the committee. The budget will help you to control the revenues and costs, which is one of the most important tasks of the controller. The budget will help the committee to focus on certain activities. For example, in certain committees the promotion is the most important while in others the journey is the most important.

### *2.1 Preparation of the budget*

The budget consists of 2 important parts: the revenues and the costs. Therefore preparation of the budget consists mostly of estimating these 2 streams. This can be done based on agreements made or proposals/price indications. Using information from last year can also be helpful if the committee didn't change a lot. The expenses and revenues of last year are recorded in the administration of Aureus, so the controller of Aureus can give you this information. A format should be used for the budget, which will be send to you by the controller of Aureus after your first meeting.

### *2.2 Revenues*

Always start with the estimation of revenues. The revenue stream could consist of:

- **Aureus:** Aureus sometimes pays the committee to organize events, which will be determined before your committee starts by the controller of Aureus.
- **Revenue companies:** A lot of committees cooperate with companies in order to organize events. For most of the events, the companies contributes money in order to make the organization of the event possible. The amount of this payment will be determined by the Aureus controller/ commercial for every specific event.
- **Revenue participants:** In some cases, participants pay for events. The amount of this will be discussed with the committee and the supervisory board member.

The total amount of revenues will determine the amount of costs you're able to make.

### 2.3 Costs

The costs can be divided in 9 parts. You will make choices about the division of costs among them, which will be discussed with the controller of Aureus.

- **Promotional costs:** Costs that will be made to promote the event (flyers, posters, video, ludic promotion campaign).
- **Catering, food & beverage costs:** Costs of catering/food/beverage that will be served during the event. This does not include the dinner with the committee that will be paid by Aureus (this will be excluded from the budget).
- **Gifts and compensation:** Costs that will be made to thank third parties or to compensate certain costs that are made for the events. Declarations of the committee members will not necessarily be part of this (promotion material that will be declared by the committee will be promotional costs).
- **Stationary costs:** Office supplies, like paper, pens, etc.
- **Travel and accommodation costs:** This is mostly relevant for the committees that organize a trip. This will include the bus trip or flight and the hostel expenses for example.
- **Activity costs:** This includes the costs for an activity (visiting a museum, DJ, boat trip etc. ). The teambuilding costs for the committee will be excluded from the budget as well.
- **Location and decoration costs:** These are the costs for renting a location for an afternoon for example. Difference between accommodation costs is that we are not staying in this location overnight.
- **Design costs:** Exceptional to use, mostly relevant for the magazine Avenir.
- **Unforeseen expenses:** This will be 5%- 10% of the total costs. This percentage depends on the amount of the total budget and this will be discussed with the controller of Aureus.

For most of these costs, you can subtract tax. This means that the actual costs will be lower than the amount that is paid, so a lower amount than the actual invoice amount can be used as an expense in the budget. For example, a bike will be bought for 120 euro excluding tax, which means that the price including tax is 145,20 euro. For these kind of cost, you can subtract tax which means that the amount of expense in the budget will be 120 euro, even though the price on the invoice is 145,30 euro. The biggest exception to subtract tax is food and beverages, this will depend on the situation. Always check with the controller of Aureus which amount should be included in the budget. Moreover, all expenses outside The Netherlands are **not** tax deductible.

Expenses will be made by the controller of Aureus, so invoices should always be send to the controller. It is important to plan ahead and to avoid last minute payments or decisions that should be made.

### *3. Contracts and invoices*

The supervisory board member will provide you with the contracts that you should use for your committee. Aureus will always be the first one that signs the contracts. After that, the contract will be send to the company. When they send it back, this contract will be send to the supervisory board member again (not to the controller of Aureus) and this means the company agreed on everything mentioned in the contract. The information for invoices is included in the contract as well and the controller of Aureus will use this to send invoices. Every month, you will check with the controller of Aureus the invoices sent already, because sometimes information/ signed contracts are not complete or missing. It is important that all contracts will be signed before the promotion of the event starts, because companies will have their logo on the promotion material and this can't be changed easily.

### *4. Declarations*

It could happen that committee members make expenses for the committee (costs that are included in the budget). The controller of Aureus will send you the standard declaration form which should be filled in by the person that made the expense, with signature. Receipts should always be added. Committee members should email/ give this declaration to you, and you send this **digitally** to the controller of Aureus (declaration form is PDF). This is to make sure that you checked the amount of money and the budget. The controller of Aureus will only transfer the money when the declaration is received from you.

### *5. Contact, meetings and monthly updates*

Depending on your committee, there will be a few meetings during the year with the Aureus controller. In the first one, your responsibilities will be explained, this manual will be discussed and the required documents will be send to you. The second meeting will include the discussing of your committee budget. For some committees, there will be meetings before/after every event, for others there will be just one more meeting at the end of the year to discuss the realization. The planning for your year will be discussed during the first meeting. Besides the meetings during the year, you should send an email every 30<sup>th</sup> of the month to the Aureus controller with updates about:

- Changes in the budget;
- Realization of budget so far;
- Progression of all individual contracts;
- Invoices that should have been send;
- Questions.

When members of the committee have a question about anything described in this manual (budget, declarations, invoices, contracts, etc.), you are the person they need to ask their question to. In case you don't know the answer or you're not sure about it, the controller of Aureus (Eva van Schijndel) is there to help you. For normal questions, you can always email ([controller@aureus-vu.nl](mailto:controller@aureus-vu.nl)), visit the board room or call (06 29478791 between 9:00 and 17:00 from Monday till Friday). For urgent matters, it is possible to call the controller on other moments, but always try to avoid this and to plan ahead.