



## CEENQA Annual Account 2018

*/Treasurer's report/*

### General

The report was prepared on the basis of CEENQA Financial Statement (appendix no 1) and CEENQA Bank Account Overview analysis as well as realised figures for the period from January 1, 2018 to December 31, 2018.

Opening account balance on January 1, 2018 was **59.748,86 EUR**.

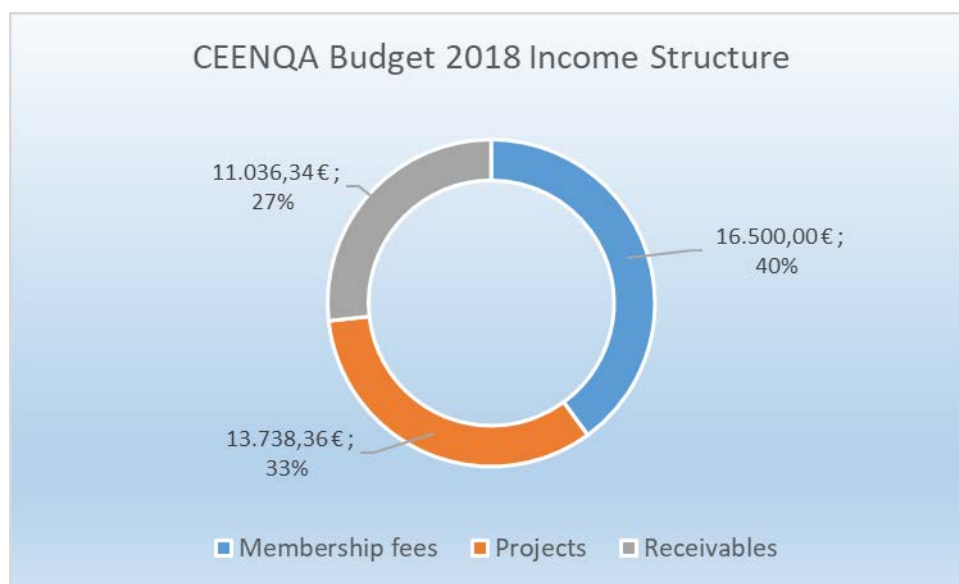
Closing account balance on December 31, 2018 was **51 849,89 EUR**.

The total equity for the reporting period to December 31, 2018 amounted to **64 303,20 EUR** positive.

Equity - Overview	
Account balance as at January 1, 2018	59.748,86 €
Result based on fourth quarter of 2018	51 849,89
Total active receivables as at December 31, 2018	<b>11.036,34 €</b>
Total active debt as at December 31, 2018	<b>- 6.482,00 €</b>
Equity as at December 31, 2018	<b>64.303,20 €</b>

### 1. Income

In 2018, the total income amounted to **41.274,70 EUR** from membership fees, projects' grants and other resources.



### 1.1. Income - membership contributions

The membership contributions in 2018 made up 40% of total income. The membership fees with total value of **16 500,00 EUR** were received from 28 agencies (2 agencies already paid their 2018 fee in 2017). At the end of 2018, 3 300 EUR from six agencies were still pending, of which overall 900 EUR has since been paid by two agencies.

However, due to the suspension of membership for one of the remaining four agencies (to be confirmed during GA 2019), their membership fee of 600 EUR cannot be expected anymore (as well as the remaining fees from 2017 and 2019).

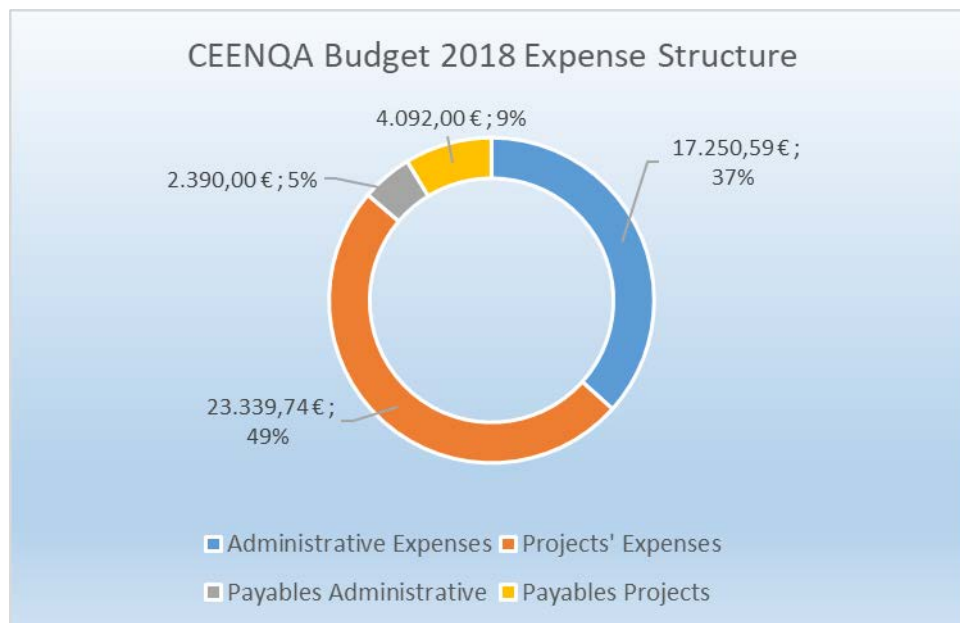
### 1.2. Income – project grants

In the reporting period CEENQA was actively engaged in one project (QUAERE) and received grants for the tasks completed in 2018 plus the return of pending claims from previous years. CEENQA also received pending claims from previous years for the BHITEK project which resulted in the total grant of **13 738,36 EUR** for all projects. 7 736,34 EUR are still pending from the QUAERE projects.

The total grant for the projects represented 33% of total income.

## 2. Expenditures

In 2018, the total expenses amounted to **47.072,33 EUR**. Income was mainly channelled into administration and staff costs, projects and other activities.



## 2.1. Expenditures – administration and staff costs

Administration and staff costs amounted to 17.250,59 EUR (excluding payables for administrative expenses amounting 2.390,00 EUR). The budget variance (totalling the fixed income and subtracting administration and staff costs) is favourable since the actual expense of administration and staff is less than the fixed income.

	expenses 2018	payables 2018
<b>Operating - Budget</b>		
Remuneration Sec Gen and Website 01-04/2017	-866,67 €	
Secretary General	-6.545,00 €	
Travel Cost GA	-3.237,59 €	
ENQA affiliate fee	-2.317,00 €	
Fiscal Advisor/Taxation		-1.200,00 €
Bank fees	-449,14 €	
Office/ Materials / Other	-1.428,00 €	
Website Host	-100,32 €	
Website yearly Tech. Support (ASIIN)	-476,00 €	
Website Technical Support (ASIIN)	-1.725,50 €	-1.190,00 €
CEENQA Brochure		
Membership Fees		
Notary Cost	-105,37 €	
<b>TOTAL Operating</b>	<b>-17.250,59 €</b>	<b>-2.390,00 €</b>

## 2.2. Expenditures – projects' related costs

Projects costs related mainly to project support (e.g. staff and travel). The total expenses for the projects amounted to 23.339,74 EUR (excluding payables amounting 4.092,00 EUR). The total projects' budget overspent its outgoings by 5.957,04 EUR. This is partly due to staff and travel cost for the ALIGN project (payables from 2017), but also to the higher than foreseen travel costs for the QUAERE project.

<b>Projects - Budget</b>		
ALIGN staff	-4.843,59 €	
ALIGN travel	-545,98 €	
BIHTEK staff		
BIHTEK travel		
QUAERE staff	-8.509,00 €	-4.092,00 €
QUAERE travel	-9.441,17 €	
<b>TOTAL Projects</b>	<b>-23.339,74 €</b>	<b>-4.092,00 €</b>

### 3. Total budget passive income 31.12.2018: 4554,34 EUR

	Receivables	Payables
membership fees 2018	3.300,00 €	
QUAERE staff	2.584,59 €	- 4.092,00 €
QUAERE travel	5.151,75 €	
Fiscal Advisor/Taxation		- 1.200,00 €
Website Technical Support (ASIIN)		- 1.190,00 €
<b>TOTAL</b>	<b>11.036,34 €</b>	<b>- 6.482,00 €</b>

### 4. Result

#### 3.1. Operating budget

Total result from operating budget 31.12.2018: **159,41 EUR**

#### 3.2. Projects' budget

Total result from project budget 31.12.2018: **-5.957,04 EUR**

## Appendix 1

	Budget 2018			
	Income 2018	expenses 2018	receivables 2018	payables 2018
<b>Operating - Budget</b>				
Remuneration Sec Gen and Website 01-04/2017		-866,67 €		
Secretary General		-6.545,00 €		
Travel Cost GA		-3.237,59 €		
ENQA Affiliate Fee		-2.317,00 €		
Fiscal Advisor/Taxation				-1.200,00 €
Bank Fees		-449,14 €		
Office/ Materials / Other		-1.428,00 €		
Website Host		-100,32 €		
Website yearly Tech. Support (ASIIN)		-476,00 €		
Website Technical Support (ASIIN)		-1.725,50 €		-1.190,00 €
CEENQA Brochure				
Membership Fees	16.500,00 €		3.300,00 €	
Notary Cost		-105,37 €		
<b>TOTAL Operating</b>	16.500,00 €	-17.250,59 €	3.300,00 €	-2.390,00 €
<b>Projects - Budget</b>				
ALIGN staff		-4.843,59 €		
ALIGN travel		-545,98 €		
BIHTEK staff	3.400,00 €			
BIHTEK travel				
QUAERE staff	7.600,36 €	-8.509,00 €	2.584,59 €	-4.092,00 €
QUAERE travel	2.738,00 €	-9.441,17 €	5.151,75 €	
<b>TOTAL Projects</b>	13.738,36 €	-23.339,74 €	7.736,34 €	-4.092,00 €
	operating result	159,41 €		
	project result	-5.957,04 €		
	<b>total 2018</b>	<b>-5.797,63 €</b>		