

Budget

Plan your work, work your plan!

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The European Law Students' Association

What's a budget ?

- Estimation of costs
- Control tool
- Planification



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Budget Process

- Start with **long-term** goals
- Analyse financial performance during **past statements**
- Review **current status** and determine fixed/variable costs
- **Start with Expenses.** Then plan Incomes to cover them.
- **Plan** liquidity
- Propose the budget for **approval**
- **Monitor** the performance
- **Inform** Board



General Income - Expenses

ELSA International Budget 2018/2019					
General income			General expenses		
Category	Estimated		Estimated	Category	
General income	€	123,050.00	€ 121,256.00	General expenses	
Other income	€	2,200.00	€ 2,500.00	Other expenses	
Total	€	125,250.00	€ 123,756.00	Total	
Project income			Project expenses		
Category	Estimated		Estimated	Category	
ELSA Projects income	€	197,900.00	€ 197,500.00	ELSA Projects expenses	
House events income	€	8,200.00	€ 8,000.00	House events expenses	
Other project income	€	1,700.00	€ 3,500.00	Other project expenses	
Total	€	207,800.00	€ 209,000.00	Total	
	Total		Total		
	€	333,050.00	€ 332,756.00	Total balance	



General Income

General income	<i>Total</i>	
	€	125,250.00
General income	<i>Subtotal</i>	
	€	123,050.00
Account	Estimated	
Partnerships	€	55,000.00
Online advertisements	€	10,000.00
Unrestricted operational grants	€	35,000.00
Membership and Observership Fee	€	23,050.00
Other income	<i>Subtotal</i>	
	€	2,200.00
Account	Estimated	
Financial income	€	200.00
Previous term general income	-	
Uncategorised general income	€	2,000.00

Partners

- Contracts
- 1st of January

Online advertisements

- Platforms

Unrestricted operational Grant

- Erasmus +

Membership fee – Observership fee

- 23.000 E
- 50 E



General Income

General income	<i>Total</i>	
	€	125,250.00
General income	<i>Subtotal</i>	
	€	123,050.00
Account	Estimated	
Partnerships	€	55,000.00
Online advertisements	€	10,000.00
Unrestricted operational grants	€	35,000.00
Membership and Observership Fee	€	23,050.00
Other income	<i>Subtotal</i>	
	€	2,200.00
Account	Estimated	
Financial income	€	200.00
Previous term general income	-	
Uncategorised general income	€	2,000.00

Financial Income

- Related to bank

Previous term Income

- Retained income

Uncategorised general income

- Unpredictable income



General Expenses

<i>Total</i>		General expenses
€	123,756.00	
<i>Subtotal</i>		General expenses
€	121,256.00	
Estimated	Account	
€	95,256.00	General Administration
€	36,256.00	ELSA House rent
€	7,500.00	ELSA House utilities
€	2,000.00	ELSA House inventory
€	2,000.00	ELSA House renovations and investments
€	2,000.00	Office supplies
€	2,000.00	Office inventory
€	27,500.00	International Board remuneration
€	6,000.00	Professional services
€	4,000.00	General IT expenses
€	3,000.00	Internal Audit
€	1,000.00	Annual Report
€	2,000.00	Reserve

ELSA House rent

- January - Inflation

ELSA House Utilities

- Gas, water, electricity, alarm, wifi etc.

ELSA House Inventory

- Related House investments

ELSA House renovations and investments

- Renovations services - products

Office supplies

- Consumable office related things

Office Inventory

- Office's related investments



General Expenses

<i>Total</i>		General expenses
€	123,756.00	
<i>Subtotal</i>		General expenses
€	121,256.00	
Estimated	Account	
€	95,256.00	General Administration
€	36,256.00	ELSA House rent
€	7,500.00	ELSA House utilities
€	2,000.00	ELSA House inventory
€	2,000.00	ELSA House renovations and investments
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€	6,000.00	Professional services
€	4,000.00	General IT expenses
€	3,000.00	Internal Audit
€	1,000.00	Annual Report
€	2,000.00	Reserve

International Board remuneration

- Remunerations

Professional services

- Accountant, lawyer etc

General IT expenses

- CamScape, Boomerang, Gmass, Websites

Internal Audit

- Auditor expenses (ICM, Auditing)

Annual Report

- Printing costs

Reserve

- Retain for future use



General Expenses

2,000.00	Board Administration
1,000.00	OYOP and training
500.00	Visa costs
500.00	Former IB weekend
15,000.00	Network Administration
6,000.00	International internal meetings
1,000.00	E-Voting
6,000.00	Non project internal travels
2,000.00	Trainings
9,000.00	Externals Administration
3,000.00	Fundraising travels/events
2,000.00	Partner evaluation meetings
2,000.00	Representation
1,000.00	Partner reception
1,000.00	General marketing expenses

OYOP and Training

- OYOP – midOYOP

Visa costs

- Visa expenses

Former IB weekend

- Every year's IB weekend

International Internal Meetings

- ICM, IPM, KAM, SAM
- Travel expenses
- Visa costs

E – Voting

- Voting system on ICMs

Non project internal travels

- Coach travels



General Expenses

2,000.00	Board Administration
1,000.00	OYOP and training
500.00	Visa costs
500.00	Former IB weekend
15,000.00	Network Administration
6,000.00	International internal meetings
1,000.00	E-Voting
6,000.00	Non project internal travels
2,000.00	Trainings
9,000.00	Externals Administration
3,000.00	Fundraising travels/events
2,000.00	Partner evaluation meetings
2,000.00	Representation
1,000.00	Partner reception
1,000.00	General marketing expenses

Trainings

- Trainers ICM
- Training the trainers week

Fundraising travels/ events

- Partners Meetings

Partners evaluation meetings

- BEE – evaluation

Representation

- Visibility
- Representation to events

Partner reception

- Networking

General Marketing expenses



Projects

Project Income		Total	Project Expenses	
		€ 207,800.00	€ 209,000.00	
Income of ELSA Projects		Subtotal	Expenses of ELSA Projects	
		€ 197,900.00	€ 197,500.00	
Account	Estimated	Estimated	Account	
JHJMCC	€ 101,000.00	€ 101,000.00	JHJMCC	
JHJMCC income	€ 76,000.00	€ 76,000.00	JHJMCC administration	
UNECA Grant	€ 25,000.00	€ 25,000.00	African Regional Round	

JHJMCC

- Participation fee
Registration fee (written submission)
250E / per team
- Final Oral Round (FOR) Fee
700E / per team
150E / coach
- Partnership
- UNECA Grant
- Private Donations

JHJMCC

- Pre – FOR (pre-visit, fundraising travel etc.)
- FOR
- Africa Regional Round
- African Teams
Accommodation
Travel expenses



Projects

EHRMCC	€	65,000.00	€	60,000.00	EHRMCC
EHRMCC income	€	65,000.00	€	60,000.00	EHRMCC expenses

EHRMCC

- Registration fee
100 E / per team
- Participation fee
350E / per team
- Coach fees
150E / coach
- Sponsorships
CoE – 10.000 E
City of Strasbourg – 2.000 E
- Permanent Representation
Iceland
Turkey
Switzerland

EHRMCC

- Pre – Expenses
- General Expenses



Projects

Synergy	€	15,000.00	€	18,000.00	Synergy
Synergy N°66	€	7,500.00	€	9,000.00	Synergy N°66
Synergy N°67	€	7,500.00	€	9,000.00	Synergy N°67
Legal Research Group	€	-	€	1,000.00	Legal Research Group
LRG income	€	-	€	1,000.00	LRG expenses

Synergy

- Council of Europe – 10.000 E
- Marketing Ads

LRG

-

Synergy

- Printing
- Shipping (each LG)

LRG

- Conferences about LRG



Projects

ELSA Law Schools		€	15,000.00	€	15,000.00	ELSA Law Schools
ELSA Law Schools Administrative Fee	€	15,000.00		€	2,000.00	ELSA Law Schools Training Weekend
				€	4,000.00	ELSA Law Schools IT
				€	3,000.00	Marketing
				€	1,450.00	Pre-visit
				€	4,550.00	VP S&C Allowances

ELSA Law schools

- Administrative Fee 250 E / NG or LG

ELSA Law schools

- Training Weekend
- ELSA Law Schools IT
CamScape
- Marketing
- Pre – visit
- VP S&C Allowances



Projects

ELSA Delegations	€	-	€	-	ELSA Delegations
ELSA Delegations income	€	-	€	-	ELSA Delegations expenses
Webinars	€	1,500.00	€	1,500.00	Webinars
Webinars income	€	1,500.00	€	1,500.00	ELSA Webinars expenses
STEP	€	400.00	€	1,000.00	STEP
STEP income	€	400.00	€	1,000.00	STEP IT expenses

Webinars Income

- Reimburse – CoE
- Ads

STEP

- STEP partner

Webinars Expenses

- Travel + Accommodation

STEP

- IT expenses



Projects

Income of House Events		<i>Subtotal</i>	<i>Subtotal</i>		Expenses of House Events	
		€ 8,200.00	€ 8,000.00			
Account	Estimated		Estimated	Account		
Visits to the House income	€ 4,200.00		€ 4,000.00	Visits to the House expenses		
Transition BBQ income	€ 2,000.00		€ 2,000.00	Transition BBQ expenses		
Christmas Cocktail income	€ 2,000.00		€ 2,000.00	Christmas Cocktail expenses		
Other Project income		<i>Subtotal</i>	<i>Subtotal</i>	Other Project expenses		
		€ 1,700.00	€ 3,500.00			
Account	Estimated		Estimated	Account		
World Forum of Democracy Grant	€ 1,500.00		€ 1,500.00	World Forum of Democracy expenses		
International Team Week end	€ 200.00		€ 1,000.00	International Team Week end		
Uncategorised Project income	€ -		€ 1,000.00	Uncategorised Project expenses		

Visits to the House

- 15 – 20 E / per person

World Forum of Democracy

- CoE Grant

Uncategorised Project

-

Visits to the House

- Participants

World Forum of Democracy

- Travel, Accommodation

Uncategorised Project

- Related to ELSA (e.g. ELSA Negotiation Competition)



Revision of the budget



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The European Law Students' Association

ELSA International Budget 2019/2020

General income			General expenses		
Category	Estimated		Estimated	Category	
General income	€ 123,050.00	€ 115,550.00	€ 121,256.00	General expenses	€ 110,406.00
Other income	€ 2,200.00	€ 2,500.00	€ 2,500.00	Other expenses	€ 2,500.00
Total	€ 125,250.00	€ 118,050.00	€ 123,756.00	Total	€ 112,906.00
Project income			Project expenses		
Category	Estimated		Estimated	Category	
ELSA Projects income	€ 197,900.00	€ 196,000.00	€ 197,500.00	ELSA Projects expenses	€ 201,500.00
House events income	€ 8,200.00		€ 8,000.00	House events expenses	€ 8,000.00
Other project income	€ 1,700.00		€ 3,500.00	Other project expenses	€ 3,500.00
Total	€ 207,800.00	€ 205,900.00	€ 209,000.00	Total	€ 213,000.00
Total			Total		
	€ 333,050.00	€ 323,950.00	€ 332,756.00	Total balance	€ 325,906.00



The European Law Students' Association

General income		<i>Total</i>			<i>Total</i>	General expenses	
		€ 125,250.00	€ 118,050.00		€ 112,906.00	€ 123,756.00	
General income		<i>Subtotal</i>			<i>Subtotal</i>	General expenses	
		€ 123,050.00	€ 115,550.00		€ 110,406.00	€ 121,256.00	
Account	Estimated				Estimated	Account	
Partnerships	€ 55,000.00			€ 86,406.00	€ 95,256.00	General Administration	
Online advertisements	€ 10,000.00	€ 2,500.00			€ 36,256.00	ELSA House rent	
Unrestricted operational grants	€ 35,000.00				€ 7,500.00	ELSA House utilities	
Membership and Observership F	€ 23,050.00			€ 1,500.00	€ 2,000.00	ELSA House inventory	
				€ 1,200.00	€ 2,000.00	ELSA House renovations and investments	
				€ 1,500.00	€ 2,000.00	Office supplies	
				€ 1,200.00	€ 2,000.00	Office inventory	
				€ 22,750.00	€ 27,500.00	International Board remuneration	
				€ 5,500.00	€ 6,000.00	Professional services	
					€ 4,000.00	General IT expenses	
				€ 2,000.00	€ 3,000.00	Internal Audit	
					€ 1,000.00	Annual Report	
					€ 2,000.00	Reserve	
				€ 2,000.00	€ 2,000.00	Board Administration	
				€ 500.00	€ 1,000.00	OYOP and training	
				€ 1,000.00	€ 500.00	Visa costs	
				€ -	€ 500.00	Former IB weekend	
				€ 13,500.00	€ 15,000.00	Network Administration	
					€ 6,000.00	International internal meetings	
					€ 1,000.00	E-Voting	
				€ 5,000.00	€ 6,000.00	Non project internal travels	
				€ 1,500.00	€ 2,000.00	Trainings	
				€ 8,500.00	€ 9,000.00	Externals Administration	
					€ 3,000.00	Fundraising travels/events	
				€ 1,500.00	€ 2,000.00	Partner evaluation meetings	
				€ 1,500.00	€ 2,000.00	Representation	
					€ 1,000.00	Partner reception	
				€ 1,500.00	€ 1,000.00	General marketing expenses	
Other income	<i>Subtotal</i>				<i>Subtotal</i>	Other expenses	
	€ 2,200.00	€ 2,500.00			€ 2,500.00		
Account	Estimated				Estimated	Account	
Financial income	€ 200.00	€ -			€ 500.00	Financial expenses	
Previous term general income	-				-	Previous term general expenses	
Uncategorised general income	€ 2,000.00	€ 2,500.00			€ 2,000.00	Uncategorised general expenses	



Project Income		Total			Total	Project Expenses	
		€ 207,800.00	€ 205,900.00	€ 213,000.00	€ 209,000.00		
Income of ELSA Projects		<u>Subtotal</u>			<u>Subtotal</u>	Expenses of ELSA Projects	
		€ 197,900.00	€ 196,000.00	€ 201,500.00	€ 197,500.00		
Account	Estimated				Estimated	Account	
JHJMCC	€ 101,000.00				€ 101,000.00	JHJMCC	
JHJMCC income	€ 76,000.00				€ 76,000.00	JHJMCC administration	
UNECA Grant	€ 25,000.00				€ 25,000.00	African Regional Round	
EHRMCC	€ 65,000.00		€ 65,000.00		€ 60,000.00	EHRMCC	
EHRMCC income	€ 65,000.00		€ 65,000.00		€ 60,000.00	EHRMCC expenses	
Synergy	€ 15,000.00	€ 12,500.00			€ 18,000.00	Synergy	
Synergy N°66	€ 7,500.00	€ 5,000.00			€ 9,000.00	Synergy N°66	
Synergy N°67	€ 7,500.00	€ 7,500.00			€ 9,000.00	Synergy N°67	
Legal Research Group	€ -		€ -		€ 1,000.00	Legal Research Group	
LRG income	€ -		€ -		€ 1,000.00	LRG expenses	
ELSA Law Schools	€ 15,000.00				€ 15,000.00	ELSA Law Schools	
ELSA Law Schools Administrative	€ 15,000.00				€ 2,000.00	ELSA Law Schools Training Weekend	
					€ 4,000.00	ELSA Law Schools IT	
					€ 3,000.00	Marketing	
					€ 1,450.00	Pre-visit	
					€ 4,550.00	VP S&C Allowances	
ELSA Delegations	€ -				€ -	ELSA Delegations	
ELSA Delegations income	€ -				€ -	ELSA Delegations expenses	
Webinars	€ 1,500.00				€ 1,500.00	Webinars	
Webinars income	€ 1,500.00				€ 1,500.00	ELSA Webinars expenses	
STEP	€ 400.00	€ 1,000.00			€ 1,000.00	STEP	
STEP income	€ 400.00	€ 1,000.00			€ 1,000.00	STEP IT expenses	
Income of House Events		<u>Subtotal</u>			<u>Subtotal</u>	Expenses of House Events	
		€ 8,200.00			€ 8,000.00		
Account	Estimated				Estimated	Account	
Visits to the House income	€ 4,200.00				€ 4,000.00	Visits to the House expenses	
Transition BBQ income	€ 2,000.00				€ 2,000.00	Transition BBQ expenses	
Christmas Cocktail income	€ 2,000.00				€ 2,000.00	Christmas Cocktail expenses	
Other Project income		<u>Subtotal</u>			<u>Subtotal</u>	Other Project expenses	
		€ 1,700.00			€ 3,500.00		
Account	Estimated				Estimated	Account	
World Forum of Democracy Grant	€ 1,500.00				€ 1,500.00	World Forum of Democracy expenses	
International Team Week end	€ 200.00				€ 1,000.00	International Team Week end	
Uncategorised Project income	€ -				€ 1,000.00	Uncategorised Project expenses	



				€ 8,500.00	€ 9,000.00	Externals Administration
					€ 3,000.00	Fundraising travels/events
				€ 1,500.00	€ 2,000.00	Partner evaluation meetings
				€ 1,500.00	€ 2,000.00	Representation
					€ 1,000.00	Partner reception
				€ 1,500.00	€ 1,000.00	General marketing expenses

				€ 9,500.00	€ 8,000.00	Externals Administration
					€ 3,000.00	Fundraising travels/events
				€ 2,000.00	€ 1,500.00	Partner evaluation meetings
				€ 2,000.00	€ 1,500.00	Representation
					€ 1,000.00	Partner reception
				€ 1,500.00	€ 1,000.00	General marketing expenses



Synergy		€ 15,000.00	€ 12,500.00	€ 18,000.00	Synergy	
Synergy N°66	€ 7,500.00	€ 5,000.00		€ 9,000.00	Synergy N°66	
Synergy N°67	€ 7,500.00	-		€ 9,000.00	Synergy N°67	

Synergy		€ 15,000.00	€ 12,500.00	€ 18,000.00	Synergy	
Synergy N°66	€ 7,500.00	€ 5,000.00		€ 9,000.00	Synergy N°66	
Synergy N°67	€ 7,500.00	€ 7,500.00		€ 9,000.00	Synergy N°67	

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Total	€ 207,800.00	€ 205,900.00	€ 213,500.00	Total	€ 212,500.00
Total			Total		
	€ 333,050.00	€ 323,950.00	€ 337,256.00	Total balance	€ 325,406.00



Project Income		Total			Total	Project Expenses	
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Income of ELSA Projects		<u>Subtotal</u>			<u>Subtotal</u>	Expenses of ELSA Projects	
		€ 197,900.00	€ 196,000.00	€ 201,500.00	€ 202,500.00		
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JHJMCC income	€ 76,000.00				€ 76,000.00	JHJMCC administration	
UNECA Grant	€ 25,000.00				€ 25,000.00	African Regional Round	
EHRMCC	€ 65,000.00		€ 65,000.00		€ 65,000.00	EHRMCC	
EHRMCC income	€ 65,000.00		€ 65,000.00		€ 60,000.00	EHRMCC expenses	
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Synergy N°66	€ 7,500.00	€ 5,000.00			€ 9,000.00	Synergy N°66	
Synergy N°67	€ 7,500.00	€ -			€ 9,000.00	Synergy N°67	
Legal Research Group	€ -		€ -		€ 1,000.00	Legal Research Group	
LRG income	€ -		€ -		€ 1,000.00	LRG expenses	
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ELSA Delegations income	€ -				€ -	ELSA Delegations expenses	
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Webinars income	€ 1,500.00				€ 1,500.00	ELSA Webinars expenses	
STEP	€ 400.00	€ 1,000.00			€ 1,000.00	STEP	
STEP income	€ 400.00	€ 1,000.00			€ 1,000.00	STEP IT expenses	
Income of House Events		<u>Subtotal</u>			<u>Subtotal</u>	Expenses of House Events	
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Account	Estimated				Estimated	Account	
Visits to the House income	€ 4,200.00				€ 4,000.00	Visits to the House expenses	
Transition BBQ income	€ 2,000.00				€ 2,000.00	Transition BBQ expenses	
Christmas Cocktail income	€ 2,000.00				€ 2,000.00	Christmas Cocktail expenses	
Other Project income	<u>Subtotal</u>				<u>Subtotal</u>	Other Project expenses	
	€ 1,700.00				€ 3,000.00		
Account	Estimated				Estimated	Account	
World Forum of Democracy Grant	€ 1,500.00				€ 1,500.00	World Forum of Democracy expenses	
International Team Week end	€ 200.00				€ 500.00	International Team Week end	
Uncategorised Project income	€ -				€ 1,000.00	Uncategorised Project expenses	

