

ELSA Faketown

Practical case for FM Workshop ICM Porto 2016

Storyline

You are the Treasurer of *ELSA Faketown*, with 500 members the biggest of five Local Groups of *ELSA Fictionland*. However, not everything is perfect in *Faketown*. Your predecessors did not do such a good job and your local group seriously needs to increase its visibility at the faculty. It is the 17th of October 2016 and you are attending your first FM Workshop at the International Council Meeting in Porto. During the Workshop, you realise the importance of having a budget, but you do not have one yet for *ELSA Faketown*. The currency in *Fictionland* is *NRC (Not Real Currency)* which is worth 0.2500 EUR on the current date.

Budgeting Workshop (Monday, October 17th 2016, 11:00 – 12:30)

1. Read *Annex I – General facts and plans*.
2. Create the budget and the cash flow statement for *ELSA Faketown 2016/2017*.
3. Do you take the offer of *F. Ake Legal Services* or do you take the offer of *R. Eal Legal Services*?
4. How did you budget the different currencies for the Seminar on Environmental Law? Is it different from how you budgeted the currencies for the Study Visit to Brussels?
5. How much are you going to ask as a participation fee for the Study Visit to Brussels? When is the due date?
6. Do you accept all the plans from your fellow board members? Would you cut out any of the plans? Which one(s)?

Storyline (continuation)

After a fun year in *ELSA*, meeting a lot of new people, improving your soft skills and getting *ELSA Faketown* the visibility it deserves, it is time to say goodbye. On the 1st of August 2017, after having slept out the hangover from a last time clubbing as a board, the Treasurer's work is not finished yet. You are eager to start working on the Final Accounts, so they can be done as soon as possible.

Accounting Workshop (Tuesday, October 18th 2016, 10:00 – 11:30)

1. Read *Annex II – Additional facts*.
2. Fill in the missing information from the accounting entries.
3. Is there something missing in the accounting entries?
4. Create the balance sheet of *ELSA Faketown* as of the 31st of July 2017.

Storyline (continuation)

Your successor attends the VII Supporting Area Meeting 2017. He gets introduced to the concept of the ELSA Development Foundation and remembers that one of your term's projects, the Study Visit to Brussels, made a loss. It is not too late to apply for EDF funding for this project. Especially taken into account that, unfortunately, *R. Eal Legal Services* dropped out as a sponsor, *ELSA Faketown* can really use some extra money. Your successor asks you if you would like to check the EDF Application that she wrote.

EDF 101 Workshop (Tuesday, October 18th 2016, 11:30 – 12:30)

1. Read *Annex III – EDF Application*.
2. Did you decide to grant the funding? Did you decide to grant the full amount or only a part of it? Did you make restrictions for the grant to be spent on? What was the decisive factor in the application for your decision?
3. What would you improve in this application?

Annex I – General facts and plans

1. According to the Statutes, *ELSA Faketown's* financial year is from the 1st of August until the 31st of July.
2. *ELSA Faketown* has existed for 15 years and made a profit of exactly 500.00 NRC every year.
3. The Membership fee is 40 NRC per year. Every member has agreed to payment by direct debit. It is up to the discretion of the Treasurer when this fee will be collected. The bank charges a fee of 50 NRC + 2% per direct debit batch.
4. The Membership fee towards *ELSA Fictionland* is 2,000 NRC and is due on the 31st of January 2017.
5. Your President is in charge of external relations.
 - a. So far, every year *ELSA Faketown* has had the same sponsor, *F. Ake Legal Services*, who used to contribute 4,000 NRC every year. However, the firm has been under investigation and it has come to light that one of their lawyers has committed fraud. They still wish to stay your sponsor. As usual, they would pay on the 1st of January.
 - b. Your President established new contacts with a law firm called *R. Eal Legal Services* who are willing to contribute 2,500 NRC. They make the condition that the partnership with *F. Ake Legal Services* is terminated, because they think it will give them bad publicity. If their offer is accepted, they will pay on the 5th of November.
 - c. The University has promised to offer an office, office supplies and utilities for free. Also, University rooms will be free to use for events for 4 hours per day. For extra hours the University charges 100 NRC per hour.
 - d. For Study Visits, the University offers a grant of 200 NRC per participant, paid two weeks after the Study Visit is over and only if your VP S&C writes a report about the event.
6. Your Secretary General is in charge of recruiting new Members. She is planning an info evening for new exchange students on the 16th of January 2017.
 - a. The info evening will be in a bar in the centre of Faketown. They charge 1,000 NRC for rent of the premises, but will also give a discount of 50% to all attendants.
 - b. Your Secretary General is expecting to gain 150 new members.
7. Your VP AA has the following plans for the year:
 - a. 31st of October 2016: Workshop Legal English
 - i. 40 participants
 - ii. 3 hours
 - iii. University room
 - iv. Drinks and snacks for participants: 200 NRC
 - v. Speaker asks for 750 NRC to compensate travel costs and time
 - b. 21st of November 2016: Moot Court training
 - i. 20 participants
 - ii. 5 hours
 - iii. University room
 - iv. Drinks and snacks for participants: 150 NRC
 - v. The trainer is a former finalist of the EMC² and gives the training for free
 - c. December 2016: A total of five exam trainings
 - i. 30 participants per training

- ii. 3 hours per training
 - iii. University room
 - iv. Drinks and snacks for participants: 150 *NRC* per training
 - v. Part of the agreement with *F. Ake Legal Services* is that they will provide these five trainings for free. *R. Eal Legal Services* would ask for reimbursement of travel costs for the trainer, which would be 100 *NRC* per training.
- d. 16-17th of March 2017: Moot Court Competition
 - i. 20 teams, 4 participants per team
 - ii. 6 hours per day
 - iii. The pleadings for the first day take place in 4 different university rooms. For the second day, the pleadings move to the City Hall.
 - iv. The University decides to offer drinks and snacks for free.
 - v. The City Council arranges that you can use the City Hall for free, as long as the Mayor can give an opening speech. The drinks and snacks are quite expensive though: 3,000 *NRC*, but it includes a nice buffet.
 - vi. Both *F. Ake Legal Services* and *R. Eal Legal Services* would be okay with providing judges for free, as long as they get the CV's from all the participants.
 - vii. The prize for the winning team is free participation in the Study Visit to Brussels. Next to that, they will get free study books, worth 1,000 *NRC* per person.
 - viii. The prize for the best orator (not part of the winning team) is free study books worth 1,000 *NRC*.
- 8. Your VP S&C presents his plans as well:
 - a. 17th of November 2016: Seminar on Environmental Law
 - i. 100 participants
 - ii. 4 hours
 - iii. University room
 - iv. Drinks and snacks for participants: 600 *NRC*
 - v. The University invites and pays for one speaker from another university.
 - vi. You invite one speaker from a neighbouring country called *Another Country*. The speaker charges 500 *AC* (*Another Currency*) for compensation of travel costs and time. On the 17th of October 2016, 1 *AC* is worth 1.4000 *NRC*.
 - vii. Another speaker is invited from a country where they use EUR. This speaker asks for 250 EUR.
 - b. 12-16th of April 2017: Study Visit to Brussels
 - i. 24 participants
 - ii. The flight tickets are 400 *NRC* per participant and should be paid 3 months before the start of the event.
 - iii. Arrival before lunch on the 12th and departure after breakfast on the 16th
 - iv. Hostel costs 15 EUR per person per night
 - v. Breakfast costs 3 EUR per person per morning
 - vi. Transport in Brussels costs 4 EUR per person per day
 - vii. Other meals are 23 EUR per person per day

- viii. Social programme is 5 EUR per person per night
 - ix. For the academic programme, your VP S&C finds two law firms to visit. The first law firm provides you with 500 EUR and free lunch. The second law firm offers 500 EUR and a free dinner (barbeque) for all the participants. Both law firms pay two weeks after the event.
9. Your VP Marketing presents the following plans:
- a. Unified approach to promotion of events
 - i. 500 flyers per event: 100 NRC
 - ii. 10 posters per event: 100 NRC
 - iii. Fakebook (local social media) boost per event: 200 NRC
 - b. Promotion in general
 - i. Stand at the introduction day for new students already cost 1,000 NRC
 - ii. Another stand at the introduction day for new exchange students (11th of January 2017) will cost 1,500 NRC. This is the only promotion of the info evening that the Secretary General has planned.
 - c. Exceptional promotion deadlines (earlier payments):
 - i. MCC: 2 months before the start of the event.
 - ii. Study Visit: 3 months before the start of the event.
 - d. Organising a member party with free drinks throughout the whole night on the 19th of May 2017. This will cost 4,000 NRC.
10. All expenses have the same deadlines, unless otherwise mentioned in the facts:
- a. Speakers: 1 month before the start of the event
 - b. Hotel:
 - i. 3 months before the start of the event: 30%
 - ii. 1 month before the start of the event: rest of the payment
 - c. All other costs: 2 weeks before the start of the event

Annex II – Additional facts

1. Financially speaking, all projects have exactly followed the plan as in *Annex I – General facts and plans*, unless otherwise mentioned in this annex.
2. The currency exchange rates have changed throughout the year according to the following table.

Date	Exchange rate (1 NRC to EUR)
01/01/2017	0.2000
01/03/2017	0.1500
15/03/2017	0.2000
15/04/2017	0.2500

3. The term of the agreement with *F. Ake Legal Services* was from the 1st of October 2015 until the 31st of September 2016. You have agreed to take the offer of *R. Eal Legal Services*. The term of the agreement with *R. Eal Legal Services* was from the 1st of November 2016 until the 31st of October 2017.
4. Due to a fire, some of the accounting has been lost. Luckily, all of the receipts have been kept safe in the vault. The hard drive of the computer that was used to do the accounting could unfortunately not be repaired. After drinking a whole bottle of wodka, a lot of tears and an aggressive phase in which your hand is broken from punching a wall, you promise yourself that you will never forget to make a back-up ever again. Luckily, the accounting entries are complete until the 31st of January 2017. After that, there is a problem with the recovered accounting files. You can find those recovered files below.

Accounting ELSA Faketown 2016/2017					
Journal Entries					
Date	Memo	Account	Debit	Credit	Account
12/02/2017	SV Brussels participation fee	Bank account	?		
				?	Events income
28/02/2017	Membership fee collection part 2	?	?		
				?	?
02/03/2017	MCC extra hours university rooms	AA expenses	800.00		
				800.00	Bank account

02/03/2017	MCC drinks and snacks City Hall	AA expenses	3,000.00	3,000.00	Bank account
02/03/2017	MCC prizes	AA expenses	5,000.00	5,000.00	Bank account
12/03/2017	SV Brussels hotel last payment	S&C expenses	6,720.00	6,720.00	Bank account
29/03/2017	SV Brussels other costs	S&C expenses	?	?	Bank account
29/03/2017	SV Brussels social programme	S&C expenses	2,400.00	2,400.00	Bank account
30/04/2017	SV Brussels law firm 1 contribution	Bank account	2,000.00	2,000.00	Events income
30/04/2017	SV Brussels law firm 2 contribution	Bank account	2,000.00	2,000.00	Events income
30/04/2017	SV Brussels university grant	Bank account	4,800.00	4,800.00	?
05/05/2017	Member party free drinks	?	4,000.00	4,000.00	Bank account

Chart of Accounts	
Bank account	Marketing expenses
Partnership income	AA expenses
Membership fee income	S&C expenses
Grants income	Recruitment expenses
Events income	Bank expenses

Annex III – EDF Application

- Applicant ELSA Group*

ELSA Faketown

- Contact person*

Frederik

First name

Iction

Last name

Usually the contact person for EDF Applications should be the Treasurer.

- Contact person's position*

Treasurer

- Email address*

treasurer@elsa-fa

Enter email address

treasurer@elsa-fa

Confirm email address

- Financial situation of the Applicant Group*

ELSA Faketown has about 1500 EUR liquidity.

Please describe the financial situation of the Applicant Group. Also describe the overall situation of the Group. In case the Applicant Group is also the Beneficiary Group, describe what other means of fundraising have been undertaken.

- Is the Beneficiary ELSA Group the same as the Applicant ELSA Group?*

Yes

No

- **Grant details**

• Requested amount (EUR)*

1000

Please note that it is highly unlikely that the granted amount will exceed 1,000.00 EUR.

• Mode of Support*

- A.1. Financial Assistance for [organising] an event constituting a core activity of ELSA.
- B.1. Financial assistance for organising International Council Meetings, International Presidents Meeting, Key Area Meeting or Supporting Area Meeting.
- C.1. Financial assistance for [organising] international and national training events, or events incorporating training sessions, organised to increase awareness of ELSA, or dealing in specific ELSA areas, which is catered towards an audience at least half of whom are not from the country of the organising National or Local Group.
- C.2. Travel and/or accommodation expenses of trainers for training events or sessions organised by ELSA International, National Groups or Local Groups.
- C.3. Travel and/or accommodation expenses of National Board members for training sessions organised by ELSA International, National Groups or Local Groups.
- D.1. Financial assistance for established cooperation between National Groups within the Network Support System (NSS).*
- D.2. Travel and/or accommodation expenses of National Board member to Statutory Meetings.
- D.3. Financial assistance for [organizing] events constituting an activity for officers of ELSA.

* D.1.: The Network Support System does not exist anymore. However, since this is in the Decision Book as a Mode of Support, this is still an option.

• Name of the event*

Study Visit Brussels

• Number of participants*

24

Excluding speakers, trainers etc.

• Dates of the event*

12/04/2016

If the event is held on multiple days, please select the starting date.

- Activity description*

Annex IV – Activity description and budget EDF Application

Please describe the measure or activity. In the description pay attention to the benefits this particular measure or activity will have for the participants, organising ELSA Group and the ELSA Network in general. Should you organize a relatively common event, aim for particularities that bring something innovative and fresh to the network – try to make it unique and competitive in comparison with, for example, other hundreds of other study visits. Describe what multiplication effect the event or activity will have within the ELSA Network.

- Budget*

Annex IV – Activity description and budget EDF Application

Accepted file types: pdf, xls, xlsx.

Please use the budget template that can be found on the officers' portal. Exception: in case you are applying for EDF support for organising an International Internal Meeting, it is understandable that it is not feasible to use the template.

- Additional comments

Please give us money

Annex IV – Activity description and budget EDF Application

Activity description

Dear Board of Directors,

Currently, ELSA Faketown is facing financial difficulties due to an enormous loss in the last term. One of the projects that was organised last year, was the Study Visit to Brussels. This SV resulted in a big loss mostly due to fluctuating currency exchange rates. There were 24 participants for the Study Visit and they all learnt a lot from it. We have visited two law firms that hosted us for lunch and dinner. We would kindly ask for your support to make up for (at least a part of) the loss.

Kind regards,

F. Icton

Treasurer ELSA Faketown 2017/2018

Budget

ELSA Faketown Study Visit to Brussels Budget 2016/2017	
Income	
Category	Amount
Participation fee (800 per participant, but free for MCC winners)	16,000.00
University grant (200 per participant)	4,800.00
Law firm 1 contribution	2,000.00
Law firm 2 contribution	2,000.00
Total	24,800.00
Expenses	
Category	Amount
Flight tickets (400 per participant)	9,600.00
Hotel (60 per person per night)	8,880.00
Promotion	400.00
Social Programme	2,400.00
Other	11,640.00
Total	32,920.00
Saldo	- 8,120.00