

FM Toolkit

78th International Council Meeting

10.11.2020

16:30 – 18:00



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Ainoa Ordoñez. (Assistant for FM Toolkit) :)



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29th State of the Network



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Helpful EDF Toolkit Ideas

- Budget templates
- Handbook
- Practical guidance
- Availability of projects to apply for
- Examples of good/bad applications
- Programmes
- Clearer instructions
- Guide for LG



Helpful EDF Toolkit Ideas

- A brief (pinpointing what to do and when)
- Slides
- EDF webinars
- Template
- Deadlines
- Reporting form

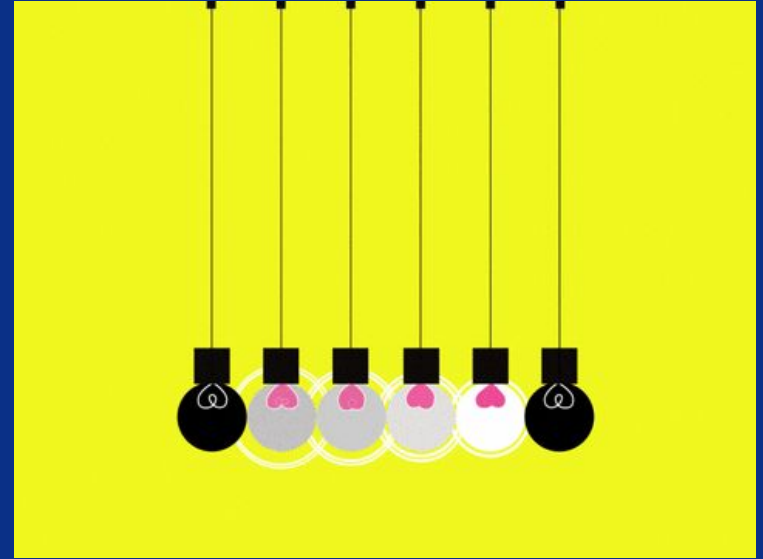


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Helpful general Financial Management Toolkit Ideas

- Accounting
- Handbook
- Budget improvement
- Grant help
- Transition materials
- EDF Toolkit (how to apply)
- Trainings
- Financial statement template
- Crowdfunding platform
- Partners package



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Cash Management Tool.



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Questions:

- Why?

R: We need a toolkit that will improve:

- The calculations of expenses per month;
- Support in the main obligations of the year -> **Budget and Accounts Report;**
- Controlling **Cash Flows.**

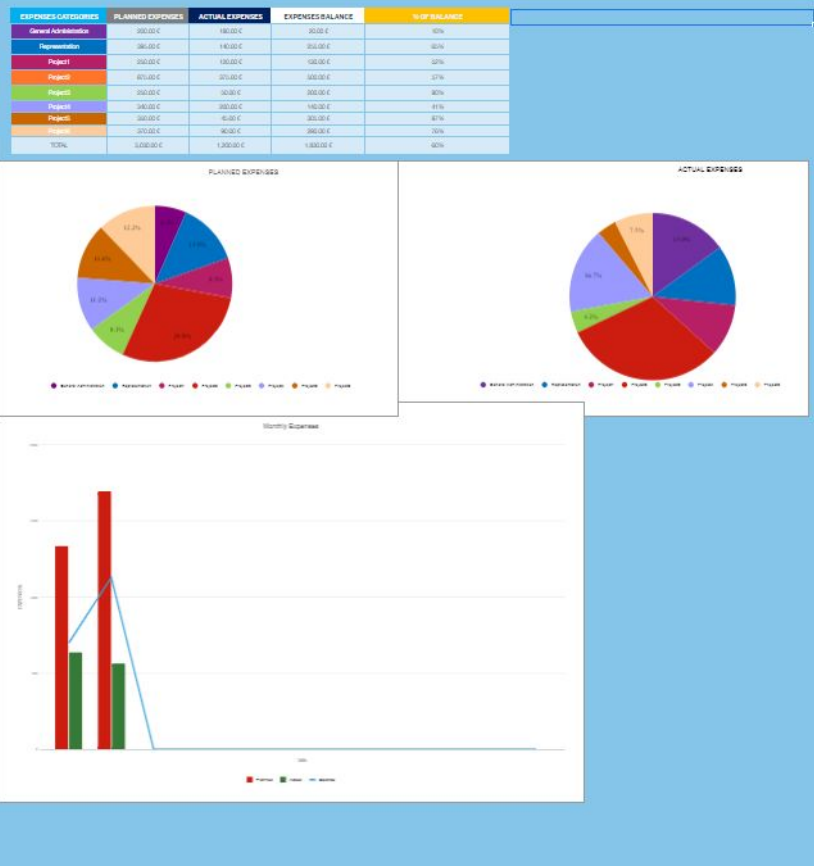


- **How it works?**

The structure is:

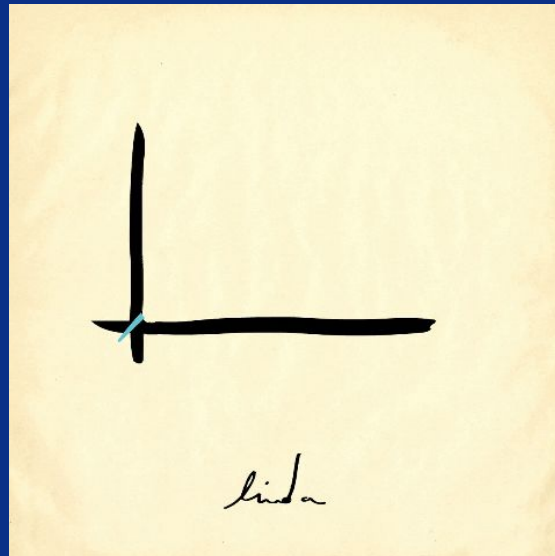
- **Planned Expenses** (according to the budget)
- **Actual Expenses** (according to the statements from the bank)
- **Expenses Balance** (relationship $\text{Planned Expenses} - \text{Actual Expenses}$)
- **Expense Analysis** (% of the balance; % of expenses in each category; graphic with the variation of monthly expenses)





Cash Management Tool

https://docs.google.com/spreadsheets/d/1rXx9_nsonkGC0ZAtGpe0s1hfxa8FmZoluA0T67NgkMw/edit#gid=1797226843



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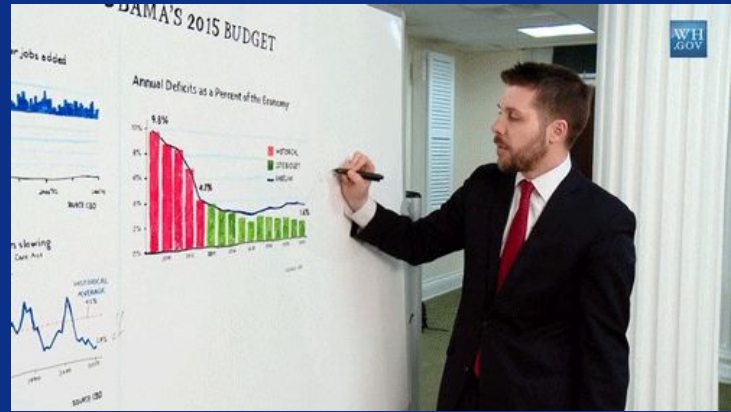
General Budget for ELSA Groups



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Questions:

- Why?



R: ELSA Groups need more technical support, to build a budget that it will be:

- Expecting realistic expenses and incomes for the year;
- Useful and efficiency tool for the financial planning;
- Provide a Financial Plan for the short term (financial year)

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- How will it work?
 - Some templates for General Budget according to the National Groups needs.
 - Different templates adapted to the reality of each ELSA Group.
 - Available on the Officers Portal FM Toolkit Part .

Area	Expenses	% of total	Income	% of total
BEE	300.00€	33.33%	1.000.00€	40.00%
IM	0.00€	0.00%	0.00€	0.00%
FM	0.00€	0.00%	0.00€	0.00%
HHRR	0.00€	0.00%	0.00€	0.00%
MKT	600.00€	66.67%	0.00€	0.00%
AA	0.00€	0.00%	0.00€	0.00%
S&C	0.00€	0.00%	0.00€	0.00%
STEP	0.00€	0.00%	1.500.00€	60.00%
TOTAL	900.00€		2.500.00€	

Expenses % of total by areas



■ BEE ■ IM ■ FM ■ HHRR ■ MKT ■ AA ■ S&C ■ STEP

Income % of total by areas



■ BEE ■ IM ■ FM ■ HHRR ■ MKT ■ AA ■ S&C ■ STEP



Template 2 - General Budget

General

Expenses				Income			
Concept	Cost	Units	Total	Concept	Incomes	Units	Total
TOTAL			0,00€				

Global vision of the Area		
Project	Expenses	Income
General	0,00€	0,00€
Project 1	0,00€	0,00€
Project 2	0,00€	0,00€
TOTAL	0,00€	0,00€

Project 1

Expenses				Income			
Concept	Cost	Units	Total	Concept	Incomes	Units	Total
Subtotal			0,00€				
Unexpected expenses (10% of subtotal)		10% of subtotal	0,00€				
TOTAL			0,00€				0,00€

Project 2

Expenses				Incomes			
Concept	Costs	Units	Total	Concept	Incomes	Units	Total
Subtotal			0,00€				
Unexpected expenses (10% of subtotal)		10% of subtotal	0,00€				
TOTAL			0,00€				0,00€

Invoices for ELSA Groups

2 Options -> 1 Goal



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Invoice Template in the ELSA Officers Portal



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Questions:

- Why?

R: We have some groups without accounting programme, in order to support them in sending invoices concerning to some services that are provided during their term.

Providing one more template that can be useful for your needs.

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- How will it work?
- Releasing one template for invoices for ELSA Groups, giving the chance to adapt the information that it is required for each service.



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Other Suggestion:

→ Wave Platform

It will help you building your invoices automatically and controlling payments.



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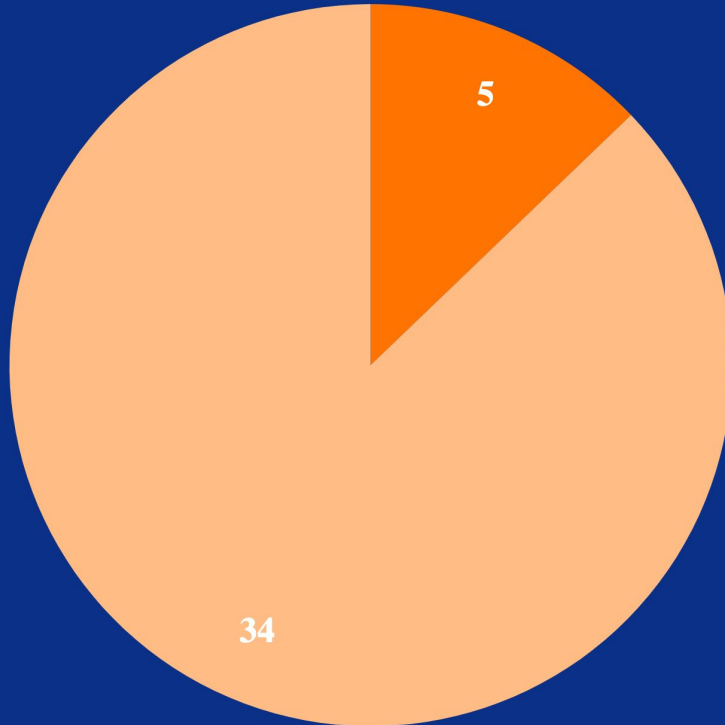
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Accounting Programme.



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Using a Bookkeeping Programme?



- Yes
- No

Bookkeeping Programme:

- Fortnox (9,50€/month)
- iÚčto (Partnership)
- Unternehmen Online by Datev (15€/month)
- Tilitin (Free)
- Fiken (15€/month)

International Board

→ OCTOPUS ACCOUNTING PROGRAMMING:

- Fiscal Year;
- Bookkeeping;
- Invoicing;
- Bank;
- Listings.



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Bookkeeping

- **Purchase Journal** - General Invoices (V1); JHJ Invoices (V2); EHRMCC Invoices (V3); Other Project Invoices (V4); STEP (V5)
- **Financial Journal** - ELSA current account; ELSA JHJ account; PayPal; Rent Deposit; Saving Accounts; Credit Card; Petty Cash
- **Journal with various operations** - Various Journal; Various Journal for Remunerations; VISA; Various journal for uninvoiced income.

Invoicing

- **Articles** (Code; Name; Group; Price excl. VAT; Price incl. VAT; External Nr)
- **Sales Invoices** - General Invoices (V1); JHJ Invoices (V2); EHRMCC Invoices (V3); Other Project Invoices (V4).



Roundtable.

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