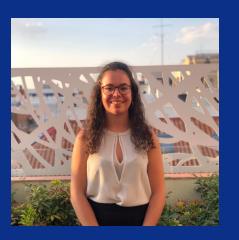
FM Toolkit

78th International Council Meeting 10.11.2020 16:30 – 18:00



Ainoa Ordoñez. (Assistant for FM Toolkit):)





29th State of the Network



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

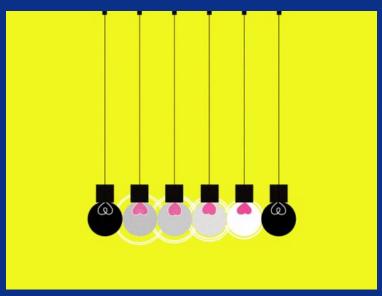
- A brief (pinpointing what to do and when)
- Slides
- EDF webinars
- Template
- Deadlines
- Reporting form





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





Cash Management Tool.



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:

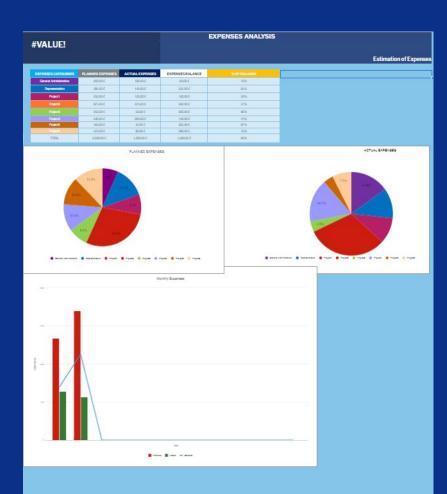
- → Planned Expenses (according to the budget)
- → Actual Expenses (according to the statements from the bank)
- Expenses Balance (relationship Planned Expenses Actual Expenses)
- → Expense Analysis (% of the balance; % of expenses in each category; graphic with the variation of monthly expenses)





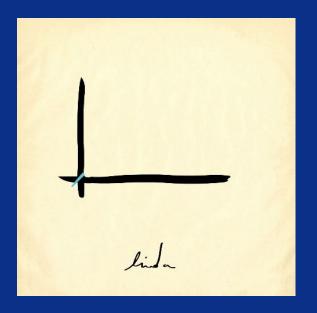
Cash Management Tool

#VALUE!								3)	KPENSE	S Balano	æ		
	(ELSA Main Bank Account)												
Expenses Balance General Administration	AUG	SEP	ост	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	Year
GA reported	20,000	9000	2000	0.000	9000	9000	0.000	0.000	0.000	9000	2000	0000	30.00
GA expense 2	0000	6000	6000	5000	0.000	0.000	0.000	0.00 £	0.000	0000	0.000	5000	0.00
GA supervie 3	0.00 (0000	2000	600€	0.00 €	9.00 €	0.000	0.00 €	0.000	0000	2000	6000	0.00
GA expense 4	1000										0.000		.000
Subsobil	20,000	1000	0000	6001	0.000	8,000	0.00 0	0000	8000	1000	2000	6001	30.00
Representation NOM	110,000	10000	0000	500 C	0.000	6001	0.000	0,000	2000	9000	0000	5000	
CM CM	20,000 €	500	9000	0000	400.0	2000	0.00 6	2005	2000	5000	0000	5001	
Officers Meetings	90.00 f	0000	0000	1000	0.00 0	0.000	0.000	2006	2000	0000	0000	5000	30.00
Representations	9,000	0000	1000	6000	4000	0,000	0.000	0.000	8.000	0000	0.000	6000	0.00
Subtosi	10000	800	0.000	0.000	0000	9000	0.000	2000	2000	0000	0.000	0.004	20.00
Project1													
P1 expenses	100,000	35.00 E	1000	2000	0.00 f	0,00 €	0.000	1000	1000	1000	1000	8000	190.0
P1 expensed	1000	0,000	1000	0.00 0	4004	1001	0.000	0.000	2000	0.000	1001	0.00 0	0.0
Pl sipered	1000	1000	1000	2005	0000	0.00 C	0.000	0000	0.000	2000	1000	2001	0.0
P1 expensed Gallerial	1000	15.001	1000	5000	0.000	4000	0.00 £	0000	2000	0000	1001	5000	190.0
													190.00
Project2													
PS expenses	-02:00 f	175,000	1000	0000	0.000	4.00 €	0.000	0.000	0.000	0000	1000	0.000	
P2 expense2	105.00 €	95.00 0	5000	8000	0.000	0.00 €	0.000	1000	0.000	1000	6000	8000	350.0
P2 expensed	95.00 £	0000	0.000	2000	9000	9,00.6	0.000	0.00 €	0.000	5000	1001	2004	120.00
P2 expensed	0.000	5000	0.000	6000	4.000	4000	0.000	0.000	0.000	5000	0.000	0.000	0.00
Subsolul	300.00 €	300.00 E	4000	8.00 €	0.00 €	4.00 €	0.00 €	0.00 €	0.001	0.00 E	6000	8.00 €	100.00
Project3	1000	range r	5000	2000	4000	9,001	0.00 0	6000	2001	6000	5000	0000	200.00
P3 expensed P3 expensed	0.000	5000	2000	5004	9000	9000	0.000	0,000	0.000	9000	0000	6004	0.00
P3 espense3 P3 espense3	0000	6000	5000	5004	4000	0.000	4000	0.00 f	0.000	5000	500	5000	0.00
P3 repensed	0000	9000	2000	5005	0.000	9000	0.001	0.000	0.000	9000	2000	5000	0.00
Substant	10000	100.000	5000	1000	4000	9000	0.000	5000	8000	0000	5000	1000	200.00
Project4													
Pt represed	-10001	10000	2000	cons	4000	0,000	0.000	0.00 €	8000	5000	2000	cons	1100
P4 expense2	1000	0.00 0	0000	1000	0.00 €	0.00€	0.00 €	0,000	2000	0.00 0	0000	5 GD C	co
Pf espense)	2004	0.00 0	1000	6000	1001	0,00 €	0.00 €	0.000	0.000	6000	0.000	6000	0.00
Pf superset	1000	0.00 0	0000	1000	0.00 €	0.000	0.000	0.00 £	2000	0000	0.000	5000	ca
Subsobil		65001	0.000	éme	0.00 6	0,00.0	0.00 0	0.00 €	8000	5000	0000	6000	140.00
Date of the last o	6												
Project5	15.00 (202,00 (1000	5000	0.000	9000	0.000	cood	0.000	0001	1000	5000	
PS repensed	0.000	1001	5000	5000	0.001	0.000	0.000	0001	8000	1000	5000	5000	
PS espense)	1000	0.000	1000	6004	0.00 €	4.00 €	0.000	0.000	0.000	0000	1000	8004	0.0
PS supersed	8,000	1001	LODE	2005	0.001	0.00 €	0.000	0000	1.000	1000	1000	2000	0.0
Subsool	15000	202.00 0	2000	1000	2000	0.00 c	2,000	2000	2001	- 0001	9000	1001	201.00
Projectifi							1015						
PE expense1	90000	90000	1000	5000	0.00 0	000 C	0.000	0.000	0000	5000	5000	5000	290.00
PG expense2	0000	5000	5000	100	4000	4000	0.000	0.000	0.000	5000	5000	100	
PS expensed PS expensed	0.000	5000	5000	0000	0.000	4,000	0.001	0.000	0.000	1000	1000	5000	
PS expensed Substant	99,000	90000	5000	5004	4004	4006	0.000	9000	0000	5000	0000	5004	290.00
TOTAL	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	lul 1	rear
Actual Expenses Monthly	700.00 €	1,500.00 €	1004	0.004	0.00 €	0.00 €	9.00 €	0.00 €	0.004	9.00-0	5004	8.004	1,000.00
Real Expenses Total	700.00 €	13000000	1,000,001	1,600,004	1,000,00 €	1,000,00 €	1,830,00 €	1,000,000	1,800,00 €	1,000,000 C	1,000,001	1,000,004	



Cash Management Tool

https://docs.google.com/spreadsheets/d/1rXx9_nsonkGC0ZAtGpe0s1hfxa8FmZoIuA0T67NgkMw/edit#gid=1797226843





General Budget for ELSA Groups



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)

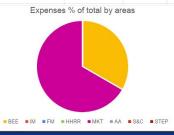


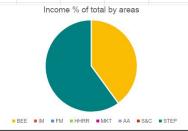
- How will it work?
- → Some templates for General Budget according to the National Groups needs.
- → Different templates adapted to the reality of each ELSA Group.
- → Available on the Officers Portal FM Toolkit Part.



				ELSA Buc	dget 2020/2021					
			General Incor		- 2	eneral Expenses				
			Category General Income	Estimated	Estimated	Category General Expenses				
			Other Income			Other Expenses	D	Total	Total	B
			Total	€ -	€ -	Total	Project Income	€ -	€ -	Project Expenses
			Project Incon	nes	P	roject Expenses	I CARLES OF THE CARLES	Subtotal	Subtotal	P
			Category	Estimated	Estimated	Category	Income of ELSA Projects	€ -	€ -	Expenses of ELSA Projects
			ELSA Projects Incomes	Traffit		ELSA Projects Expenses	Account	Estimated	Estimated	Account
			HR Incomes Other project Incomes			HR Expenses Other project Expenses	National Moot Courts	€ -	€ -	National Moot Courts
			Total	€ -	€ -		NMCC Incomes			NMCC Administation
			Ì	Total	Total	100000 Table 1000	Grant			NMCC Regional Rounds
				€ -	€ -	Total balance			-	NMCC Final Rounds
Table No.	Total	Total					ELSA Law Review Partnership Incomes	€ -	€ -	ELR Expenses
General Income	f -	€ -	General Expenses				Other Incomes		1	ELK Expenses
2000 0000	Subtotal	Subtotal					Conferences	€ -	f .	Conferences
General Income	€ -	€ -	General Expenses				Partnershiip Incomes		-	Expenses
Account	Estimated	Estimated Accor	int	-			Other Incomes			
Partnerships		€ -	General Administration	NAME OF THE OWNER, THE			ELSA Essay Competition	€ -	€ -	ELSA Essay Competition
Online advertisements		Profe	sional services				EEC Incomes	€ -	2	EEC Expenses
Unrestricted operational grants		Gener	al IT expenses				100000			
Membership and Observership Fee			al Audit				ELSA Law Schools	€ -	€ -	ELSA Law Schools
			al Report				ELSA Law Schools Incomes			ELSA Law Schools Expenses
		Reser							0000	
		€ -	Board Administration				Study/ Institutional Visit	€ -	€ -	Study/ Institutional Visit
		Visa o	P and training				S/IV Incomes	€ -	€ -	S/IV Expenses
		€ _	Network Administration							
			nal meetings				Webinars	€ -	€ -	Webinars
			ational internal meetings				ELSA Webinars Incomes			ELSA Webinars Expenses
		E-Vot							19915	
			project internal travels				STEP	€ -	€ -	STEP
		Traini					STEP Incomes			STEP Expenses
		€ -	Externals Administration					6.71.17	6.74 . 7	
		Funds	aising travels/events				Income of HR Events	Subtotal	Subtotal	Expenses of HR Events
		Partne	er evaluation meetings						E -	
		Repre	sentation				Account	Estimated	Estimated	Account
		Partne	r reception				Transition income			Transition Expenses
			al marketing expenses				Christmas Cocktail Incomes	Subtotal	Subtotal	Christmas Cocktail Expenses
Other Income	Subtotal € -	Subtotal € -	Other Expenses				Other Project Incomes	€ -	£ -	Other Project Expenses
Account	Estimated	Estimated Accou	int				Account	Estimated	Estimated	Account
Financial income	13401030031000		rial expenses				National Team Weekend			National Team Week end
Previous term general income			ous term general expenses				Train the Trainer's Weeke	13		Train the Trainer's Week
Uncategorised general income		Uncat	egorised general expenses				Uncategorised Project Incomes			Uncategorised Project Expenses

Area	Expenses	% of total	Income	% of total
BEE	300.00€	33.33%	1,000.00€	40.00%
IM	900.0	0.00%	0.00€	0.00%
FM	0.00€	0.00%	0.00€	0.00%
HHRR	0.000	0.00%	0.00€	0.00%
MKT	900.006	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€	







Template 2 - General Budget

	Exper	1000	Gene	ral	Inco	me		
Concept	Cost	Units	Total	Income Concept Incomes Units				
						700000000	Tota	
							Ü	
					1			
							Ĭ.	
0.000			303 0000				ć	
OTAL			0.001					

Global vision of the Area							
Project	Expenses	Income					
General	0,001	0,00					
Project 1	0,00	0,00					
Project 2	0,00	0,00					
TOTAL	0,001	0,001					

			Projec	ct 1				
	Ехре	enses	Income					
Concept	Cost	Units	Total	Concept	Income	Units	Total	
Subtotal			0,00				<i>y</i>	
Unexpected expenses (10% of subtotal)		10% of subtotal	0,00				7	
TOTAL			100,0				0,00	

	Expe	nses	ect 2 Incomes					
Concept	Costs	Units	Total	Concept	Incomes	Units	Total	
Subtotal Unexpected			0,00				8	
Unexpected expenses		10% of subtotal	0,001					
TOTAL		İ	0,001				0,0	



Invoices for ELSA Groups

2 Options -> 1 Goal



Invoice Template in the ELSA Officers Portal



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.



- 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.



Other Suggestion:

→ Wave Platform

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

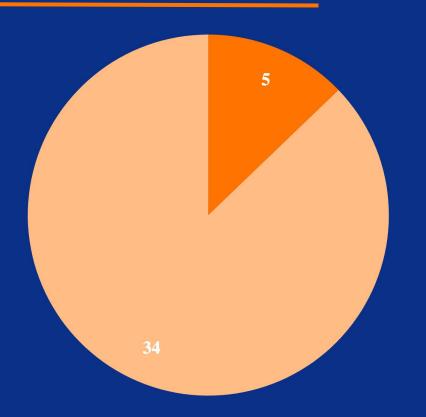




Accounting Programme.



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.



Bookeeping

- 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.

