

Transition

81st International Council Meeting - Cosenza

Thursday 7th April

11:30 - 13:00

elsa

The European Law Students' Association

**Lets talk! How was
your FM transition?**

elsa

The European Law Students' Association

**Now, why do we have
transitions?**

elsa

The European Law Students' Association

Why?

KNOWLEDGE TRANSFER!

- Avoid loss of knowledge and progress
- Be prepared for any challenges that may arise during the term
- Avoid spending valuable time on learning rather than performing our tasks

One year terms - everything goes very fast

elsa

The European Law Students' Association

Not just one area transition!

Full board transition:

- Build team spirit
- Common issues and challenges
- Supporting area
 - Transition with project managers

elsa

The European Law Students' Association

What shall we focus on an FM Transition?



The European Law Students' Association

Overall view

- FM Administration
 - Budget
 - Cash Flow
 - Accounting
 - Payments
 - Archiving
- Financial Strategy
- Grants
- Tools
- Administrative procedures & Bank
- Partners
- Projects
- IT
- Internal Meetings
- Audit
- Miscellaneous

FM Administration - Budget

What is the current budget?

Do we already have an approved budget?

Can we already plan some changes?

How did we perform in each of the categories?

Are we expecting new incomes/expenses?

elsa

The European Law Students' Association

FM Administration - Cash flow

How are we going to perform during the year?

Go through it together in order to share your experience and recommendations

elsa

The European Law Students' Association

FM Administration - Accounting

Accounting programme / tools

How to use it

Most technical part!

elsa

The European Law Students' Association

FM Administration - Payments

What do we pay for?

How much do we pay for it?

How do we pay for it?

When do we pay?

elsa

The European Law Students' Association

FM Administration - Archiving

How do we collect all our data?

What do we do to preserve it?

Is it accessible?

elsa

The European Law Students' Association

Financial strategy

Where are we?

What has been achieved? Are we in the process of achieving something?

What needs to be achieved?

What cannot be achieved?

elsa

The European Law Students' Association

Grants

What can we apply for?

What have we applied for?

Timeline for applications

Tips and recommendations

Reporting procedure

elsa

The European Law Students' Association

Tools

What tools do we have?

Do we need to improve them? Do we need to update them?

elsa

The European Law Students' Association

Administration procedures & Bank

Board registration

Relations with the bank

Tax authorities

elsa

The European Law Students' Association

Partners

Understand the relation with all the different partners

What do we expect from them, what do they expect from us

Partner packages

Income

Taxes

elsa

The European Law Students' Association

Projects

Incomes and expenses in each project

See how to balance the budget

Invoicing participants

Deadlines

Performance during the year - what to improve

elsa

The European Law Students' Association

IT

IT Resources

Expenses?

Investments?

How to use them

elsa

The European Law Students' Association

Internal meetings

Mandatory procedures

What do we have to prepare?

What discussions have we had on the past? What was our position?

elsa

The European Law Students' Association

Audit

What documents do we have to prepare?

When do we have to prepare them?

Relation with our auditors

elsa

The European Law Students' Association

Miscellaneous

Mention anything that you think might be relevant for the next term!

elsa

The European Law Students' Association

**Now... what are you
planning to do?**

elsa

The European Law Students' Association