

ECPC General Assembly
Brussels
10 June 2018



Financial Report

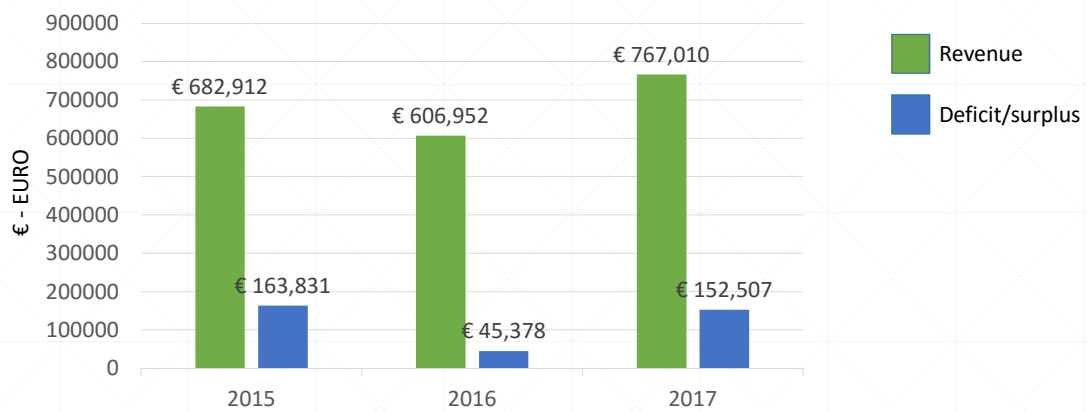
Andrew Winterbottom, ECPC Treasurer

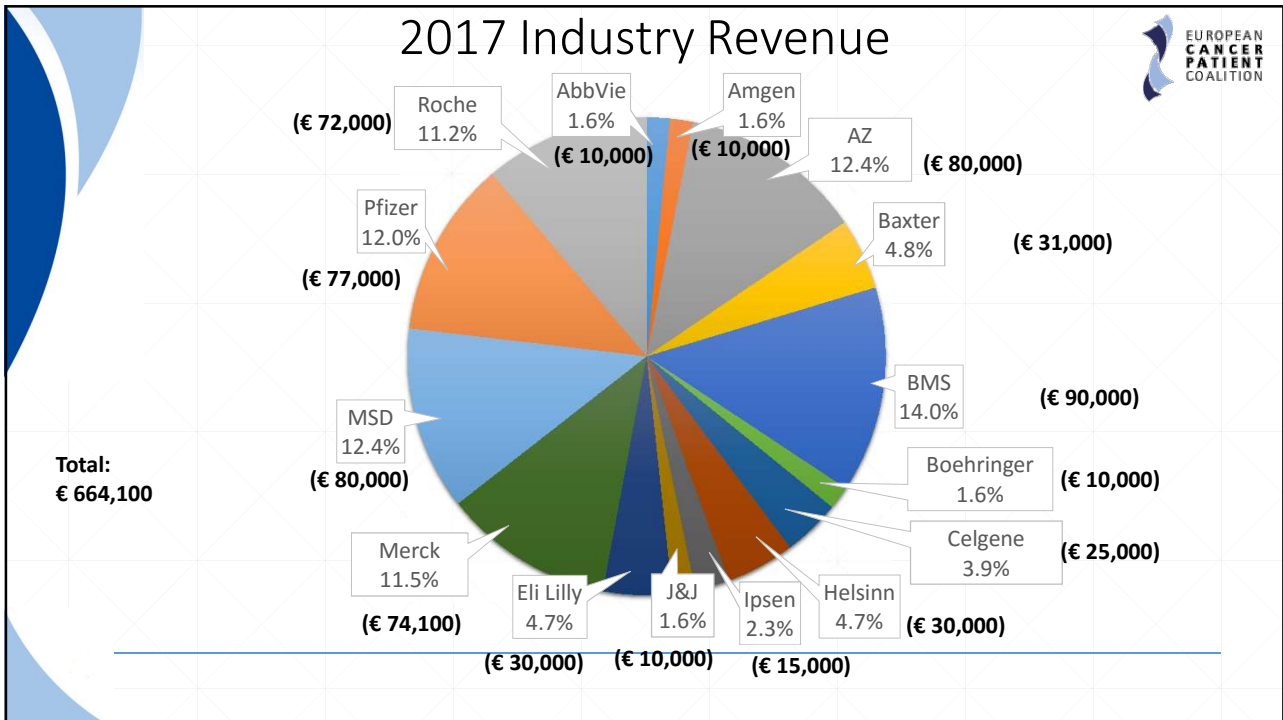
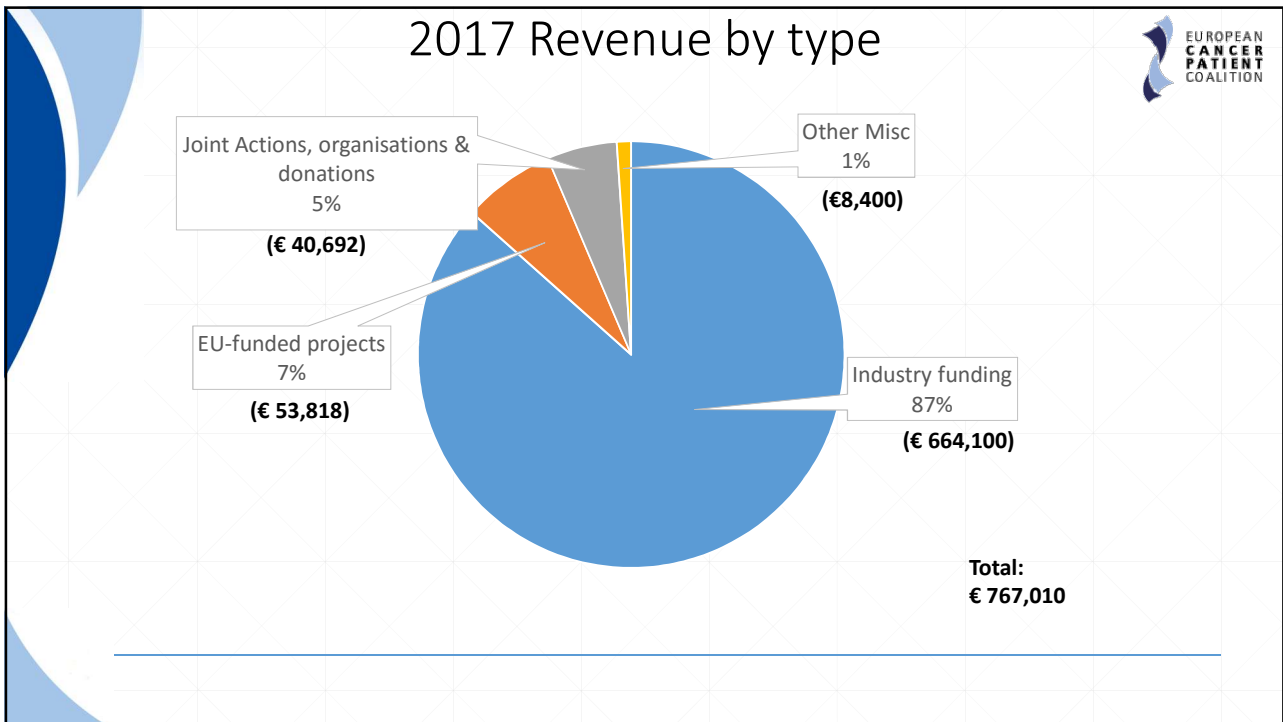
2017 Revenue

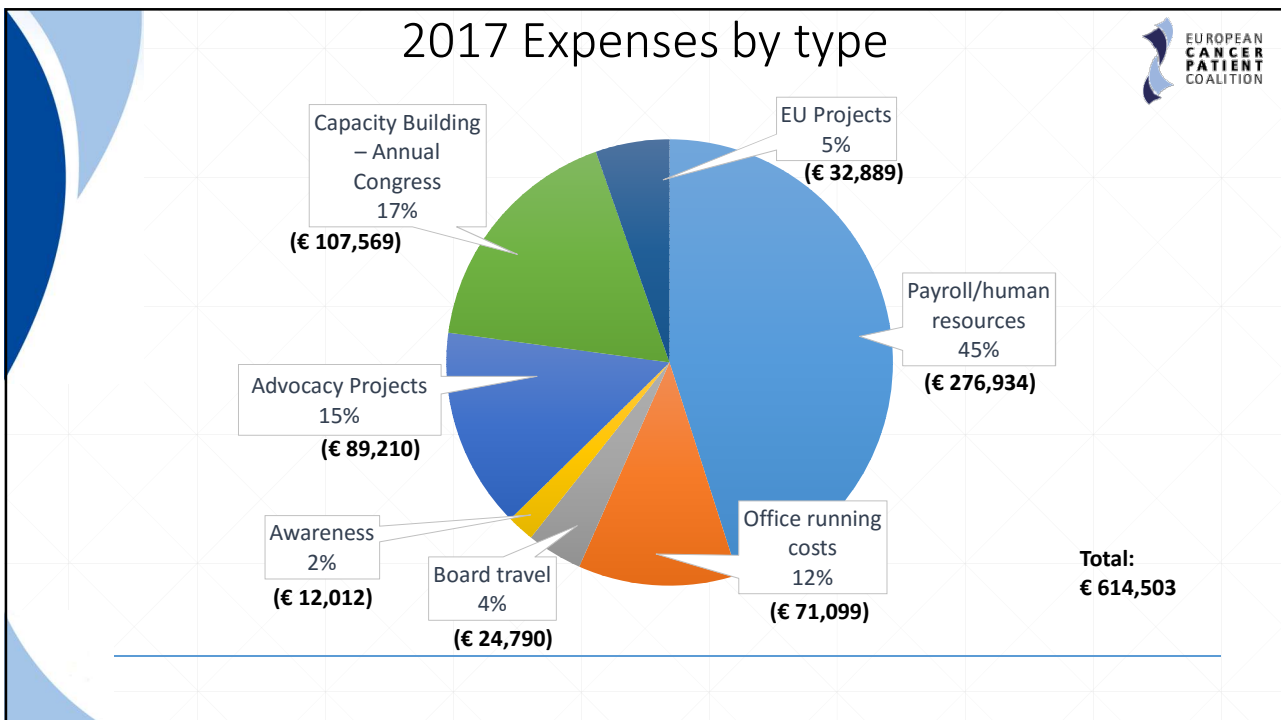
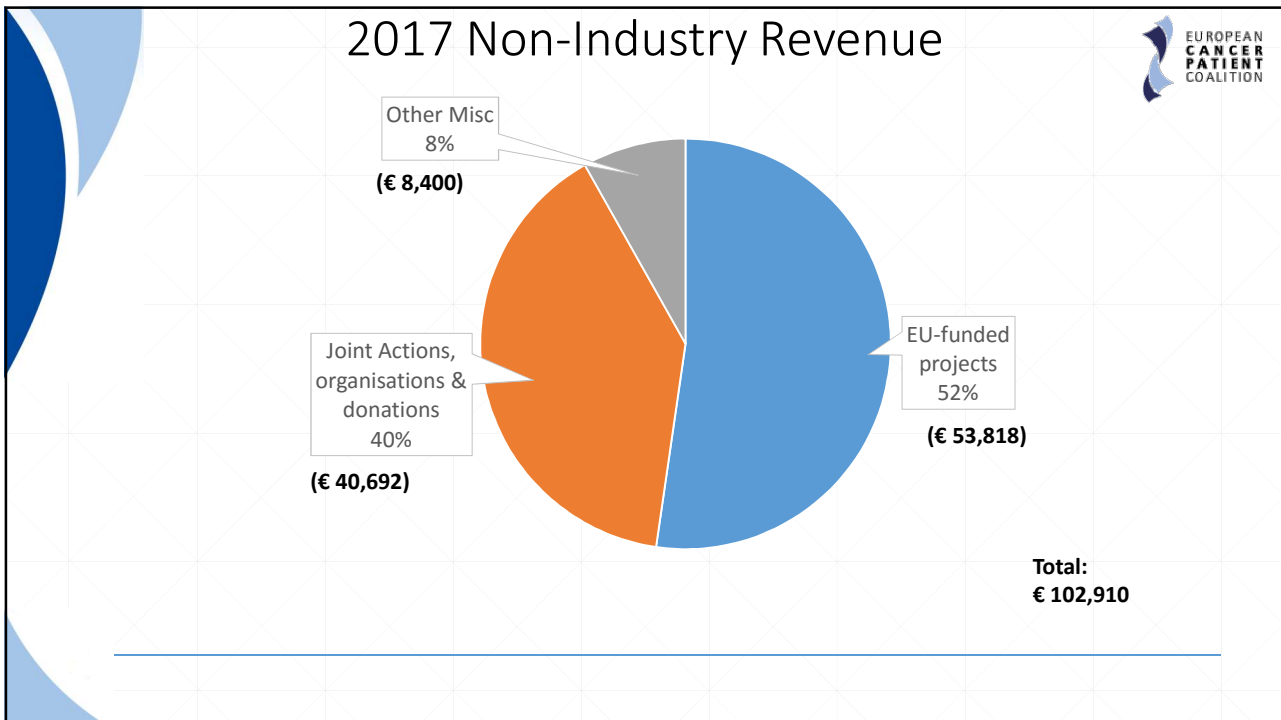


For the financial year 2017, the revenue from different sources amounted to a total of **€ 767,010**.

Running costs, human resources, operational costs and implementation of projects during 2017 came to a total of **€ 614,503**.







Reporting of expenses in 2017



- All projects and activities have budgets
- Project budgets are created **BEFORE** the project starts
- **BEFORE** an event, staff members check what the available budget is
- Every project or activity has a **project code**, with which the expense is linked



For reimbursements, everyone (staff member, Board member, participant, speaker, etc.) needs to fill out a **reimbursement form** and make sure that all tickets/invoices are attached.

Timesheets for ECPC staff in 2017



- All timesheets related to projects need to be filled in **at least** once per month
 - Staff members should always check that they do not pass the **available hours**/person months
 - When working on EU projects, staff regularly checks the details of reporting
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