

COTEC Financial Report for 2018 – To be approved

The books for the year 2018 will be audited at the 7th GA in Brussels 2019.

The financial report for the year 2018 provides an overview of all costs for 2018 and is presented in Table 8.1. A detailed list of COTEC's income and expenses for 2018 is presented in Table 8.2.

If you have any questions, please feel free to contact VP Finance before the General Assembly so a detailed answer can be prepared.

Table 8.1 Overview of Costs for 2018

Nr.	Budgetary Item	Budget 2018	Costs in €	Income in €	Balance
1	Executive costs	18.500,00	12.613,08	89,92	5.976,84
2	Project group costs	3.000,00	285,21		2.714,79
3	Cooperation with others	3.000,00	959,40		2.040,60
4	Website and internet fees	300,00	0,00		300,00
5	Financial assistance	1.500,00	1.463,72		36,28
6	Secretarial Costs	600,00	210,06		389,94
7	Membership fees in other organisations	400,00	385,00		15,00
8	Bank charges	210,00	278,00		-68,00
9	Consulting	1.000,00	345,10		654,90
10	PR	1.000,00	732,20		267,80
11	Office	6.500,00	2.915,97		3.584,03
12	Auditing	1.000,00	830,98		169,02
13	Gifts	200,00	106,35		93,65
14	General Assembly	4.000,00	*5.924,67		-1.924,67
15	Loss of Income	1.000,00	364,11		635,89
16	Occupational Therapy Europe	3.500,00	6.450,07	3.073,20	123,13
	Membership fees			41.099,89	
	Total	45.710,00	33.863,92	44.263,01	

* costs attributed to GA 2017, 2235,20€ were paid in Jan 2018

Table 8.2 Money Flow in 2018

			Balance 01.01.2018: 90.024,11			
Nr.	Invoice Number	Information	in	out	total	Budgetary Item
1	1.2018	Hotel Vienna Interim & GA		-2.235,20	87.788,91	15. General Assembly (2017)
2		Cyprus	125,00		87.913,91	
3	2.2018	OT EU Meeting ROTOS		-159,89	87.754,02	17. OT EU
4	3.2018	Executive costs		-369,27	87.384,75	1. Executive, 7. Office
5	4.2018	Office		-69,00	87.315,75	12. Office
6	5.2018	Interim Abcoude Jan 2018		-265,44	87.050,31	1. Executive
7	6.2018	Interim Abcoude , OT EU Jan 2018		-2.188,54	84.861,77	1. Executive, OT EU (shared)
8	7.2018	Accounting DATEV		-24,75	84.837,02	13. Auditing
9	8.2018	OT EU Meeting ROTOS Abcoude		-326,78	84.510,24	17. OT EU (shared)
10	9.2018	Interim Abcoude Jan 2018		-83,04	84.427,20	1. Executive
11	10.2018	Interim Abcoude Jan 2018		-179,62	84.247,58	1. Executive
12	11.2018	Interim Abcoude Jan 2018		-145,65	84.101,93	Executive, Office
13	12,2018	Project group PPOTPC		-27,60	84.074,33	2. Project group
14	13.2018	Membership fee EFPC 2018		-385,00	83.689,33	8. membership fees (shared)
15	14.2018	Project group PPOTPC		-92,33	83.597,00	2. Project group
16	15.2018	Executive costs		-172,48	83.424,52	1. Executive, project group
17	16.2018	Executive costs, loss of income		-137,30	83.287,22	1. Executive, loss of income
18		bank charges		-51,00	83.236,22	9. Bank charges
19	17.2018	executive travel		-294,19	82.942,03	1. Executive
20	18.2018	executive travel		-232,94	82.709,09	1. Executive
21		France	1.015,00		83.724,09	
22		Germany	4.567,50		88.291,59	
23		Estonia	101,50		88.393,09	

24	19.2018	executive travel, OT-EU		-591,96	87.801,13	Miscellaneous
25	20.2018	executive travel, website fee		-171,83	87.629,30	1. Executive, Secretarial
26		Italy	558,25		88.187,55	
27		Luxembourg	126,88		88.314,43	
28	21.2018	Interim meeting catering (invoice)		-363,70	87.950,73	1. Executive
29		Iceland	203,00		88.153,73	
30		Sweden	4.567,50		92.721,23	
31		Denmark	4.567,50		97.288,73	
32		Spain	152,25		97.440,98	
33		Belgium	1.015,00		98.455,98	
34		Switzerland	2.537,50		100.993,48	
35		Austria	2.537,50		103.530,98	
36	22.2018	see 29.2018			103.530,98	1. Executive
37	23.2018	Interim Executive		-109,39	103.421,59	1. Executive
38	24.2018	Interim Executive		-306,27	103.115,32	1. Executive, Secretarial, Gifts
39	25.2018	GA Executive		-134,22	102.981,10	15. General Assembly
40	26.2018	PR Material, PR Material ROTOS		-154,94	102.826,16	PR, OT EU (shared)
41	27.2018	Hotel costs interim (incl. Fee)		-1.399,80	101.426,36	1. Executive, banking charges
42	28.2018	Catering Interim (incl fee)		-95,40	101.330,96	1. Executive, banking charges
43	29.2018	Interim Executive (incl fee)		-478,69	100.852,27	1. Executive, banking charges
44		Russia	182,00		101.034,27	
45	30.2018	Interim executive		-201,01	100.833,26	1. Executive
46	31.2018	executive travel costs		-182,70	100.650,56	1. Executive
47		Ireland	558,25		101.208,81	
48		Malta	101,50		101.310,31	
49		Finland	2.537,50		103.847,81	
50		ENOTHE shared costs 2017 Invoice	1.536,60		105.384,41	17. OT-EU

51		Netherlands	2.537,50		107.921,91	
52	32.2018	Mental health meeting Rep. Brussels		-28,20	107.893,71	4. cooperation with others
53	33.2018	Flight costs Interim Belgrade (GBP)		-422,60	107.471,11	1, Executive
54		France	1.015,00		108.486,11	
55		Slovenia	203,00		108.689,11	
56	34.2018	Executive GA		-259,98	108.429,13	15. General Assembly
57	35.2018	Business cards COTEC		-121,04	108.308,09	11. PR
58	36.2018	Business cards ROTOS		-177,90	108.130,19	17. OT-EU
59	37.2018	Prepayment Executive costs		-500,00	107.630,19	1. Executive
60		Portugal	203,00		107.833,19	
61		Czech Republic	152,25		107.985,44	
62		Georgia	301,50		108.286,94	
63	38.2018	Executive costs Interim Belgrade		-45,40	108.241,54	1. Executive
64	39.2018	Travel costs office administrator GA		-276,11	107.965,43	15. General Assembly
65	40.2018	EBC workshop attendance		-8,20	107.957,23	4. cooperation with others
66	41.2018	Invoice No. 1 - office administration		-270,00	107.687,23	12. Office
67	42.2018	Executive costs		-93,53	107.593,70	1. Executive costs, secretarial, gifts
68		United Kingdom	8.120,00		115.713,70	
69		Lithuania	101,50		115.815,20	
70		bank charges		-51,00	115.764,20	9. Bank charges
71		Norway	2.500,00		118.264,20	
72	43.2018	General Assembly Executive		-386,60	117.877,60	15. General Assembly
73	44.2018	General Assembly Hotel (first deposit)		-607,20	117.270,40	15. General Assembly
74	45.2018	General Assembly Executive		-250,13	117.020,27	15. General Assembly, OT-EU
75		Latvia	131,88		117.152,15	
76	46.2018	ROTOS presentation at RCOT		-354,00	116.798,15	17. OT-EU
77	47.2018	Invoice No. 2 - office administration		-350,00	116.448,15	12. Office

78		Invoice private restaurant costs interim	89,92		116.538,07	1. Executive
79		Bulgaria (cash)	101,50		116.639,57	
80		Invoice shared costs ENOTHE 1-2018	1.536,60		118.176,17	17. OT EU
81	48.2018	Invoice No. 3 - office administration		-320,00	117.856,17	12. Office
82	49.2018	General Assembly Hotel (second deposit)		-1.012,00	116.844,17	15. General Assembly
83	50.2018	Claim Appointment Notary		-110,50	116.733,67	1. Executive costs
84	51.2018	Invoice No. 4 - office administration		-320,00	116.413,67	12. Office
85	52.2018	Invoice Accomodation WHO meeting		-513,19	115.900,48	4. cooperation with others, banking
86	53.2018	Invoice Designer OT EU		-300,00	115.600,48	17. OT EU
87	54.2018	Invoice Designer ROTOS		-300,00	115.300,48	17. OT EU
88	55.2018	Invoice Designer poster/graphic guideline		-600,00	114.700,48	11. PR
89		bank charges		-51,00	114.649,48	9. Bank charges
90	56.2018	President june-sept		-541,58	114.107,90	1. Executive costs, 2. Project group, 7. Secretarial
91	57.2018	Executive Prepayment		-250,00	113.857,90	1. Executive costs
92	58.2018	Exectuive Prepayment		-250,00	113.607,90	1. Executive costs
93	59.2019	General Assembly Hotel (third deposit)		-404,80	113.203,10	15. General Assembly
94	60.2018	Tax review		-806,23	112.396,87	13. Auditing
95		Greece	126,88		112.523,75	
96	61.2018	Invoice No. 5 - office administration		-320,00	112.203,75	12. Office
97	62.2018	Invoice - Table flags		-270,07	111.933,68	12. Office
98	63.2018	Executive costs		-842,09	111.091,59	1. Executive costs, 7. Secretarial, 14. Presents
99	64.2018	Transportation GA		-15,54	111.076,05	15. General Assembly
100	65.2018	Financial Assistance Serbia		-371,00	110.705,05	6. Financial Assistance
101	66.2018	Execuive costs GA (GBP)		-762,71	109.942,34	1. Executive costs, 9. Bank charges
102	67.2018	Executive costs GA		-97,48	109.844,86	1. Executive costs

103	68.2018	Financial Assistance Malta		-295,97	109.548,89	6. Financial Assistance
104	69.2018	GA and Interim Hotel		-1.334,32	108.214,57	1. Executive costs, 17. OT EU
105	70.2018	OT EU CG and ROTOS meeting (GBP)		-958,47	107.256,10	17. OTEU, 9. Bank charges
106	71.2018	Executive costs GA		-510,72	106.745,38	1. Executive costs
107	72.2018	office supplies		-22,90	106.722,48	12. Office
108	73.2018	Financial Assistance Czech Rep (CZK)		-234,75	106.487,73	6. Financial Assistance, 9. bank charges
109	74.2018	Financial Assistance Latvia		-270,00	106.217,73	6. Financial Assistance
110	75.2018	Invoice No. 6 - office administration		-670,00	105.547,73	12. Office, 17. OT EU
111	76.2018	General Assembly		-167,01	105.380,72	15. General Assembly
112	77.2018	Invoice OT EU wipes		-508,40	104.872,32	17. OT EU
113	78.2018	Financial Assistance Greece		-264,00	104.608,32	6. Financial assistance
114	79.2018	EHLC 2019 fee		-375,00	104.233,32	1. Executive
115	80.2018	Vereinsregister		-50,00	104.183,32	7. secretarial costs
116	81.2018	office license		-69,00	104.114,32	12. office
117	83.2018	ROTOS at ENOTHE conference		-969,34	103.144,98	17. OT EU
118	84.2018	EFPC conference attendance		-348,32	102.796,66	4. Cooperation with others
119	85.2018	Invoice ENOTHE shared costs/ GA		-1.284,62	101.512,04	15. General Assembly, 17. OT EU
120	86.2018	EBC event representation		-12,00	101.500,04	4. Cooperation with others
121	87.2018	ROTOS		-508,63	100.991,41	17. OT EU
122	88.2018	Invoice No. 7 - office administration		-320,00	100.671,41	12. Office 17. OT EU
123	89.2018	Translation GA minutes ENG>DE		-345,10	100.326,31	10, Consulting
124		banking fee		-51,00	100.275,31	8. bank charges
TOTAL				44.110,76	-33.859,56	

Balance 31.12.2018:
100.275,31 €