

COTEC Financial Report for 2019
To be approved

The books for the year 2019 will be audited through means of digital communication as agreed with the auditors (Susan Madigan, Pierre Seeuws).

The financial report for the year 2019 provides an overview of all costs for 2019 and is presented in Table 8.1. A detailed list of COTEC's income and expenses for 2019 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 2019

Nr.	Budgetary Item	Budget 2019	Costs €	Income €	Balance
1	Executive costs	18.500,00	15.186,19		3.313,81
2	Project group costs	1.000,00	0,00		1.000,00
4	Cooperation with others	3.500,00	1.351,31		2.148,69
5	Website and internet fees	100,00	0,00		100,00
6	Financial assistance	1.500,00	696,70		803,30
7	Membership fees in other organisations	400,00	430,00		-30,00
8	Bank charges	250,00	237,00		13,00
9	Consulting	1.000,00	0,00		1.000,00
10	PR	1.000,00	575,75		424,25
11	Office	7.150,00	4.791,60		2.358,40
12	Auditing	1.000,00	842,88		157,12
13	Gifts	200,00	73,92		126,08
14	General Assembly	4.500,00	4.488,65		11,35
15	Loss of Income	500,00	0,00		500,00
16	OT Europe	4.500,00	7.873,96	1.362,29	-2.011,67
	Membership fees			39.333,19	39.333,19
	Advertisement			300,00	300,00
	Total	45.100,00	36.547,96	40.995,48	

Table 8.2 Money Flow in 2019

Nr.	Invoice No	Information	in	out	Budgetary Item
1	902018	EU HPP meeting		80,84	Executive
2	912018	Flight interim Prague		259,98	Executive
3	922018	gifts, office		113,65	Office, Gifts
4	932018	Invoice No. 8 - office administration		384,00	Office, OT Europe
5	201901	Representation diverse		180,50	Cooperation
6	822018	World Mental Health Day Rep.		14,40	Cooperation
7	201902	EFPC fee		385,00	Membership fees
8	201903	Invoice No. 9 - office administration		384,00	Office, OT Europe
9	201904	Flight interim Prague		210,46	Executive
10	201905	Hotel costs ROTOS/ENOTHE		980,12	OT Europe
11	201906	Hotel costs Interim		1.164,12	Executive
12	201907	Interim and OTEU CG		2.562,65	Executive, OT Europe/ENOTHE
13	201908	ROTOS and OT EU CG		335,36	Banking, OT Europe
14		Shared costs 02_2018	1.362,29		OT Europe
15	201909	Interim		70,80	Executive
16	201910	Executive Interim Prague		571,14	Executive
17	201911	DATEV Gebühren		24,75	Auditing
18	201912	ROTOS Prague		133,92	OT Europe
19	201913	Invoice 10 - office administration		384,00	Office, OT Europe
20	201914	Executive Interim Prague (GBP)		253,42	Executive, Banking
21	201915	Executive Paris conference		180,01	Executive
22	201916	Executive Dublin EHLC		807,18	Executive
23		Fee Cyprus	125,00		
24	201917	Executive Paris conference		325,00	Executive

25	201918	Executive ENOTHE meeting		130,00	Executive
26	201919	Interim Meeting Luxembourg		168,40	Executive
27	201920	OT Europe ORAMMA meeting		133,46	OT Europe
28	201921	Invoice 11 - office administration		426,00	Office, OT Europe
29		Banking		51,00	Banking fee
30		Fee Estonia	103,02		
31		Fee Czech Republic	154,53		
32		Fee Greece	154,53		
33		Fee Portugal	206,05		
34		Fee Sweden	4.636,01		
35		Fee Slovenia	206,05		
36	201922	Invoice Health Literacy meeting Bielefeld		180,00	Executive
37	201923	Invoice 12 - office administration		384,00	Office, OT Europe
38	201924	Executive costs Feb-Apr		794,05	Executive, OT Europe
39		Fee Germany	4.636,01		
40		Fee Malta	103,02		
41		Fee Austria	2.575,56		
42	201925	Flight Interim Luxembourg		418,20	Executive
43	201926	ANFE conference		40,42	Executive
44	201927	EHLC and Bielefeld HL conference		268,80	Executive
45		Fee France	15,23		
46		Fee Iceland	207,00		
47		Fee Spain	154,53		
48		Fee UK	8.241,80		
49	201928	Interim Luxembourg		163,72	Executive
50		Fee Ireland	566,62		
51		Fee Netherlands	2.575,56		

52	Advert	ISCOS	300,00		Advertisement
53		Fee Switzerland	2.575,56		
54	201928/2	Interim Luxembourg		227,60	Executive
55	201929	Interim Luxembourg /Claim May		632,85	Executive
56	201930	Accommodation RCOT (GBP)		432,45	Executive
57		Fee Finland	2.575,56		
58		Fee Latvia	128,78		
59	201931	Shared costs EXORDO		3.013,50	OT Europe
60	201932	Invoice 13 - office administration		384,00	Office, OT Europe
61	201933	EFPC rep (2018)		1.010,85	Cooperation
62	201934	Interim Meeting Luxembourg		85,35	Executive
63		Fee Norway	2.618,06		
64		Fee Lithuania	103,02		
65		Fee Luxembourg	128,78		
66		Fee Poland (partly)	18,75		
67		Fee Italy	566,62		
68		Fee Bulgaria	103,32		
69		Fee Belgium	566,62		
70		Fee Denmark	4.636,01		
71		Banking		51,00	Banking fee
72	201935	RCOT, HFE meeting		338,48	Executive
73	201936	Interim Luxembourg (GBP)		206,96	Executive
74	201937	Invoice 14 - office administration		384,00	Office, OT Europe
75		Fee Poland	84,27		
76	201938	Invoice 15 - office administration		384,00	Office, OT Europe
77	201939	Executive and ROTOS web space		76,27	Executive, OT Europe
78	201940	Executive GA travel		129,09	Executive

79	201941	Invoice 16 - office administration		384,00	Office, OT Europe
80	201942	Invoice 17 - office administration		336,00	Office, OT Europe
81	201943	Pro Forma Invoice Hotel Berger Brussels 1st payment		1.211,23	Executive, General Assembly
82	201944	Executive Interim and GA		103,90	Executive, General Assembly
83	201945	ROTOS @ Polish conference GBP		134,18	OT Europe
84	201946	Prepayment ROTOS @ENOTHE		1.800,00	OT Europe
85		banking fee		111,00	banking
86	201947	Pro Forma Invoice Hotel Berger Brussels 2nd payment		1.211,23	Executive, General Assembly
87	201948	Invoice 18 - office administration		540,00	Office, OT Europe
88		Membership fee (late) Croatia	316,78		
89		Fee Russia	97,52		
90	201949	Deposit mundo-b meeting room interim		33,00	Executive
91	201950	WHO Europe meeting Copenhagen		365,00	Executive
92	201951	Tax audit		818,13	Auditing
93	201952	EPF Conference		302,50	Executive
94	201953	Flight EPF Conference		241,66	Executive
95	201954	mundo-b meeting room interim meeting		77,00	Executive
96	201955	WHO Copenhagen, Mental Health Day, ENOTHE, Interim		1.201,36	Executive
97	201956	Interim meeting & GA, Office supplies		345,74	Executive, Membership fees, presents, Office
98		Fee Serbia (cash at GA)	103,02		
99	201957	ROTOS @ ENOTHE annual meeting claim		214,39	OT Europe
100	201958	Interim and GA, Brussels		592,32	Executive, Gifts, General Assembly
101	201959	General Assembly, EFPC		332,86	Executive, Cooperation, GA
102	201960	Financial Assistance Poland		388,50	Financial Assistance
103	201961	Financial Assistance Estonia		308,20	Financial Assistance
104	201962	Catering Governance Day Exki 191008531		244,00	General Assembly
105	201963	Catering Governance Day Exki 191008529		308,00	General Assembly

106	201964	Catering Governance Day Exki 191008528		332,90	General Assembly
107	201965	Catering General Assembly Exki 191008530		347,70	General Assembly
108	201966	Catering General Assembly Exki 191008532		502,00	General Assembly
109	201967	Claim Executive EPF Conference		469,37	Executive
110	201968	OT Day Flash mob		259,70	General Assembly
111	201969	Office Admin @ GA		351,51	General Assembly
112	201970	ROTOS @ GA		270,14	OT Europe
113	201971	Executive General Assembly		45,54	General Assembly
114	201972	Executive Interim & GA		209,44	Executive, General Assembly
115	201973	Invoice 19 - office administration		734,00	Office, General Assembly, OT EU
116	201974	Invoice 20 - office administration		408,00	Office, OT Europe
117	201975	Invoice Reflectors		575,75	PR
118		Russia missing fee	50,00		
119	201976	MEP Alliance for MH meeting Brussels		117,96	Cooperation
120		Banking		111,00	Banking fee
TOTAL			141.270,79	36.658,96	
			31.12.2019 balance	104.611,83	