

Financial Report 2017

The books for the year 2017 will be audited at the 6th GA in Oeiras 2018.

The financial report for the year 2017 provides an overview of all costs for 2017 and is presented in Table 8.1. A detailed list of COTEC's income and expenses for 2017 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 2017

Nr.	Budgetary Item	Budget 2017*	Costs in €	Income in €	Balance in €
1	Executive costs	18.500,00	16.981,77	3.747,47	5.265,70
2	Project group costs	6.000,00	572,18		5.427,82
3	Cooperation with others	3.000,00	1.632,24	120,00	1.487,76
4	Website and internet fees	500,00	39,47		460,53
5	Financial assistance	1.500,00	1.480,35		19,65
6	Secretarial Costs	600,00	666,07		-66,07
7	Membership fees in other organisations	1.200,00	393,00		807,00
8	Bank charges	210,00	241,49		-31,49
9	Consulting	1.000,00	616,21		383,79
10	PR	500,00	289,60		210,40
11	Office	150,00	580,85		-430,85
12	Auditing	1.100,00	765,53		334,47
13	Gifts	200,00	292,58		-92,58
14	General Assembly	4.000,00	**4.684,12		-684,12
15	Loss of Income	1.000,00	361,80		638,20
16	Occupational Therapy Europe	1.000,00	2.032,65	11.859,48	10.826,83
	Membership fees			36.332,50	
	Total	40.460,00	31.629,91	52.059,45	

* Including costs to be paid out of savings (see Budget 2017)

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

Table 8.2 cont. Money Flow in 2017

21		Refund travel insurance Tallinn	195,97		65.746,96	1. Executive costs
22	16.2017	Flight Interim Madrid		-194,99	65.551,97	1. Executive costs
23	17.2017	Flight GA Vienna		-138,89	65.413,08	1. Executive
24		Refund travel Horatio	120,00		65.533,08	4. Cooperation with others
25	18.2017	Flight Interim Madrid		-688,17	64.844,91	1. Executive costs
26	19.2017	Project Group PPOTPC		-9,50	64.835,41	2. Project group
27	20.2017	Meeting Room Interim Madrid		-780,45	64.054,96	1. Executive costs
28	21.2017	Prepayment Flight Interim Madrid		-150,00	63.904,96	1. Executive costs
29		COTEC ENOTHE Congress profit	8.325,72		72.230,68	17. OTEU
30	22.2017	Prepayment Interim Madrid		-3.000,00	69.230,68	1. Executive costs
31	23.2017	Hotel Madrid Interim		-2.666,81	66.563,87	1. Executive costs
32	24.2017	Lunch, Meeting Rooms		-1.039,49	65.524,38	1. Executive costs
33	25.2017	Coffee Interim Meeting		-12,50	65.511,88	1. Executive costs
34		Czech Republic	150,00		65.661,88	
35		Denmark	4.500,00		70.161,88	
36		Estonia	100,00		70.261,88	
37		Finland	2.500,00		72.761,88	
38		France	1.000,00		73.761,88	
39		Germany	4.500,00		78.261,88	
40		Iceland	200,00		78.461,88	
41		Ireland	550,00		79.011,88	
42		Latvia	125,00		79.136,88	
43		Luxembourg	100,00		79.236,88	
44		Norway	2.500,00		81.736,88	
45		Serbia	125,00		81.861,88	

Table 8.2 cont. Money Flow in 2017

46		Slovenia	200,00		82.061,88	
47		Lithuania	100,00		82.161,88	
48		Extra nights Executive Malta / Invoice	120,00		82.281,88	1. Executive costs
49	26.2017	Executive OT EU / Interim (GBP)		-393,90	81.887,98	1. Executive costs, 17. OT EU
50	27.2017	Executive OT EU / Interim		-111,93	81.776,05	1. Executive costs
51	28.2017	ROTOS working group (GBP)		-387,51	81.388,54	17. OT EU
52	29.2017	Executive Interim Madrid		-414,05	80.974,49	1. executive costs
53	30.2017	Executive Horatio, office		-289,36	80.685,13	mixed
54		Spain	150,00		80.835,13	
55		Portugal	200,00		81.035,13	
56		Refund prepayment Madrid	3.000,00		84.035,13	1. Executive costs
57		Belgium	300,00		84.335,13	
58		Croatia	150,00		84.485,13	
59		Georgia	82,50		84.567,63	
60		Austria	1.000,00		85.567,63	
61		Italy	300,00		85.867,63	
62		banking fee		-51,49	85.816,14	9. banking charge
63	31.2017	Executive costs - claim for prepayment - see 52.2017		0,00	85.816,14	1. executive costs
64	32.2017	ROTOS working group (GBP)		-151,22	85.664,92	17. OT EU
65	33.2017	EC Dropbox - secretarial		-99,00	85.565,92	7. secretarial costs
66	34.2017	EC Costs Interim Madrid		-68,16	85.497,76	1. Executive costs
67	35.2017	Consulting Spain		-235,06	85.262,70	10. Consulting
68	36.2017	Loss of income EC		-88,87	85.173,83	16. Loss of income
69	37.2017	Symposium Madrid Interpreter		-381,15	84.792,68	10. Consulting
70		Bulgaria	100,00		84.892,68	
71	38.2017	Refund Membership France		-450,00	84.442,68	

Table 8.2 cont. Money Flow in 2017

72		Sweden	4.500,00		88.942,68	
73		Cyprus	125,00		89.067,68	
74		Malta	100,00		89.167,68	
75	39.2017	Office supplies (folders), roll ups		-840,60	88.327,08	11. PR, 12. Office
76	40.2017	EC interim Madrid		-289,22	88.037,86	1. Executive costs
77		Netherlands	2.500,00		90.537,86	
78	41.2017	GA Flight Executive (GBP)		-218,47	90.319,39	1. Executive
79		Private costs Hotel Tallinn/ Invoice	40,00		90.359,39	1. Executive
80	42.2017	GA Flight Executive		-260,69	90.098,70	1. Executive
81		UK	8.000,00		98.098,70	
82		Switzerland	2.500,00		100.598,70	
83	43.2017	ROTOS meeting		-300,04	100.298,66	17. OT EU
84	44.2017	GA EC, ROTOS		-197,62	100.101,04	15. General Assembly, 17. OTEU
85	45.2017	Prepayment GA EC		-175,00	99.926,04	1. Executive
86	46.2017	Executive costs and other		-1.717,03	98.209,01	mixed
		Lunches paid in Madrid cash	300,00		98.509,01	1. Executive
		Banking fee		-51,00	98.458,01	9. banking charge
87		Greece (cash)	125,00		98.583,01	
88	47.2017	Tax audit		-740,78	97.842,23	13. Auditing
89	48.2017	Executive GA (GBP)		-35,64	97.806,59	1. Executive costs
90	49.2017	Executive GA		-220,90	97.585,69	1. Executive, 9. Banking fee
91	50.2017	Interim Meeting Madrid (GBP)		-44,18	97.541,51	1. Executive costs
92	51.2017	Interim Meeting Madrid		-103,70	97.437,81	1. Executive costs, 9. Banking
93	52.2017	GA Executive		-80,53	97.357,28	1. Executive
94	53.2017	Financial Assistance Czech Republic		-154,50	97.202,78	6. Financial Assistance

Table 8.2 cont. Money Flow in 2017

95	54.2017	Executive GA		-111,89	97.090,89	1. Executive
96	55.2017	GA Food		-396,74	96.694,15	15. General Assembly
97	56.2017	Executive GA (deduction see 46.2017)		-257,14	96.437,01	1. Executive, 14. Gifts
98	57.2017	Financial assistance Malta		-277,20	96.159,81	6. Financial Assistance
99	58.2017	GA		-300,39	95.859,42	15. general Assembly
100	59.2017	Office supplies		-29,85	95.829,57	12. Office
101	60.2017	Interim meeting Vienna Executive		-274,69	95.554,88	1. Executive costs, 14. Gifts, 15. GA, 16. Loss of income
102	61.2017	Communication costs GA		-5,10	95.549,78	7. secretarial costs
103	62.2017	Financial Assistance Latvia		-250,00	95.299,78	6. Financial Assistance
104	63.2017	OT EU Meeting Vienna		-181,20	95.118,58	17. OT EU
105	64.2013	Executive costs		-570,26	94.548,32	1. Executive costs
106	65.2017	Financial Assistance Georgia		-417,65	94.130,67	6. Financial Assistance, 9. banking fee
107	66.2017	Financial Assistance Cyprus		-397,00	93.733,67	6. Financial Assistance
108	67.2017	General Assembly Catering		-976,70	92.756,97	15. General Assembly
109	68.2017	Executive costs		-182,72	92.574,25	1. Executive costs
110	69.2017	GA and Interim executive		-826,35	91.747,90	1. Executive costs , 7. Secretarial, 15. GA
111	70.2017	EFPC representation Leen de Coninck		-492,11	91.255,79	4. Cooperation
112	71.2017	Interim Meeting Prepayment Flight		-150,00	91.105,79	1. Executive
113	72.2017	OTEU CG Meeting Vienna (GBP)		-420,74	90.685,05	2. Project group
114	73.2017	ENOTHE Congress Zagreb ROTOS		-169,34	90.515,71	17. OT EU
115	74.2017	ROTOS OSE Conference		-440,60	90.075,11	17. OT EU
116		banking fee		-51,00	90.024,11	9. banking charge
TOTAL				52.509,45	-29.844,71	
				Balance 31.12.2017:		
				90.024,11		