

COTEC Financial Report for 2023

The books for the year 2023 will be audited through means of digital communication as well as by sharing observer access to the bookkeeping software easyVerein with the auditors Karin Bishop, Theodoros Bogeas, and Thomas Otte (deputy auditor). The auditors' combined statement will be given at the General Assembly and documented with the meeting minutes. The financial report for the year 2023 provides an overview of all costs during 2023 and is presented in Table 8.1. The structure follows the updated budgetary item system as explained in *Appendix 1 – Updated Budgetary System*. A detailed list of COTEC's expenses and revenues for 2023 (1st January to 31st December) is presented in Table 8.2. The opening balance on the 1st of January 2023 (combined balance of bank account and PayPal reserves) was €166,910.47 (see Table 8.3). The closing balance (combined balance of bank account and PayPal reserves) on the 31st of December 2023 was €174,936.22 **indicating a plus of €8,025.75**

Regarding the total expenses and revenues for 2023, we would like to draw your attention to the following:

- Some invoice numbers (especially regarding the banking charges (budgetary item 7)) are inconsistent with the COTEC invoicing system. This was based on the automatically created booking numbers in the bookkeeping software easyVerein, which was introduced in 2023.
- Invoice 2326: Due to difficulties in transferring banking rights to the elected VP Finance (December 2022), a backlog in payments occurred.
- Invoice 2381: The OT-Europe Executive (COTEC President and COTEC Vice President) met after the COTEC interim meeting in Krakow. Therefore, COTEC received a proportional reimbursement for the accommodation during the OT-Europe meeting.
- Invoices 2351 and 2366: For the representation of COTEC during the annual ENOTHE meeting, one claim of travel expenses was processed twice. Therefore, a reimbursement of the claim was received.
- Invoice 2255: This is inconsistent with the COTEC invoicing system due to a typo (22 instead of 23) in the bookkeeping software easyVerein. For consistency, we chose to

register this invoice as number 2255 (instead of the logical follow of 2355, which was not used this year).

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

Table 8.1 Overview Finances for 2023

Budgetary Item (updated)	Approved Budget 2024 (total of approved expenditures and capital expenditures)	Revenues	Expenses	Subtotal
1. Representation	€ 15,000.00	€ 690.31	-€ 16,421.64	-€ 15,731.33
2. Operational Work	€ 18,040.00	€ 0.00	-€ 6,848.25	-€ 6,848.25
3. Project and Working Groups	€ 2,000.00	€ 0.00	€ 0.00	€ 0.00
4. Technology	€ 400.00	€ 0.00	-€ 757.02	-€ 757.02
5. Communications	€ 4,000.00	€ 66.74	-€ 2,052.26	-€ 1,985.52
6. Office Supplies	NEW item	€ 0.00	-€ 247.72	-€ 247.72
7. Banking	€ 350.00	€ 0.00	-€ 119.30	-€ 119.30
8. COTEC Governance	€ 8,000.00	€ 52,123.48	-€ 8,869.64	€ 43,253.84
9. Training and Development	NEW item	€ 0.00	€ 0.00	€ 0.00
10. Funding and Support	€ 9,500.00	€ 0.00	-€ 1,181.71	-€ 1,181.71
11. Membership Fees	€ 0.00	€ 0.00	-€ 3,102.69	-€ 3,102.69
12. Consultations	€ 10,060.00	€ 0.00	-€ 5,254.55	-€ 5,254.55
13. Representation on Behalf of COTEC	€ 6,500.00	€ 0.00	€ 0.00	€ 0.00
14. Miscellaneous	NEW item	€ 0.00	€ 0.00	€ 0.00
Total	Approved: € 77,250.00		+ € 8,025.75	

Table 8.2 Balance for COTEC banking accounts at the beginning and the end of 2023

Bank account	Balance 1.1.2023	Balance 31.12.2023
Postbank	€ 165,881.80	€ 172,325.41
PayPal	€ 1,028.67	€ 2,610.81
TOTAL	€ 166,910.47	€ 174,936.22

Table 8.3 Money Flow 2023

Invoice Number	Date of Debit	Account	Information	Foreign currency	in	out	Budgetary Item (old)	Budgetary Item (new)
2301	30.1.2023	Postbank	EC Claim: GA Prague (Sep/Oct 2022)			€ 486.94	1	1
2302	30.1.2023	Postbank	EC Claim: GA Prague (Sep/Oct 2022)			€ 396.84	1	1
2303	30.1.2023	Postbank	EC Claim: Travel Interim Rome, February 2023			€ 357.07	1	1
2304	30.1.2023	Postbank	EC prepayment: Interim Rome			€ 800.00	1	1
2305	30.1.2023	Postbank	Translation GA minutes			€ 297.50	13	12
2306	30.1.2023	Postbank	Office Administration, invoice 60			€ 392.00	10	2
2307	30.1.2023	Postbank	Meeting room Interim Rome, February 2023			€ 335.50	1	1
32	31.1.2023	Postbank	Banking fees			€ 7.44	7	7
2308	14.2.2023	Postbank	EC Claim: Interim Rome, February 2023			€ 474.49	1	1
2309	14.2.2023	Postbank	Trinket Oy (business cards for new EC members)			€ 190.90	9	6
2310	14.2.2023	Postbank	Office Administration, invoice 61			€ 344.25	10	2
31	28.2.2023	Postbank	Banking fees			€ 6.56	7	7
2382	8.3.2023	Postbank	BERNHARD Assekuranzmakler GmbH (insurance)			€ 112.62	8	12
2383	8.3.2023	Postbank	BERNHARD Assekuranzmakler GmbH (insurance)			€ 231.28	8	12
2311	10.3.2023	Postbank	Office Administration, invoice 62			€ 493.00	10	2
2312	10.3.2023	Postbank and PayPal	Topping up PayPal balance		€ 2,000.00	€ 2,000.00	7	7
2313	10.3.2023	Postbank	Accommodation Interim Krakow, April 2023			€ 1,174.86	1	1

2314	25.3.2023	PayPal	Website, one.com	GBP 295.25		€ 350.49	4	4
2315	27.3.2023	Postbank	EC Claim: Interim Rome, February 2023			€ 440.92	1	1
2316	27.03.2023	Postbank	EC Claim: Interim Krakow, April 2023			€ 416.66	1	1
2317	27.3.2023	Postbank	EC Claim: Interim Rome, February 2023			€ 390.06	1	1
2318	27.3.2023	Postbank	Changes to register (Notare Traugott & Nachreiner)			€ 131.24	8	12
2319	27.3.2023	Postbank	EC Claim: Governance Expenses			€ 67.25	8	12
2320	27.05.2023	Postbank	EC Claim: Interim Rome, February 2023			€ 247.70	1	1
2321	27.03.2023	Postbank	EC Claim: Loss of Income, Interim Rome, February 2023			€ 293.68	1	1
30	31.3.2023	Postbank	Banking fees			€ 7.88	7	7
MF23029	6.4.2023	Postbank	Membership fee 2023: Slovenia		€ 218.69		16	8
MF23009	9.4.2023	Postbank	Membership fee 2023: Estonia		€ 109.35		16	8
MF23026	9.4.2023	PayPal	Membership fee 2023: Romania		€ 109.35	€ 3.07	16	8
2322	11.4.2023	Postbank	EC Prepayment Interim Krakow			€ 400.00	1	1
2323	11.4.2023	Postbank	EC Prepayment Interim Krakow			€ 500.00	1	1
2325	11.4.2023	Postbank	Office Administration, invoice 63			€ 646.00	10	2
2324	11.4.2023	Postbank	Tax assistance			€ 54.27	11	12
MF23006	11.4.2023	Postbank	Membership fee 2023: Cyprus		€ 218.69		16	8
MF23013	11.4.2023	Postbank	Membership fee 2023: Germany		€ 6,560.66		16	8
MF23021	11.4.2023	Postbank	Membership fee 2023: Malta		€ 109.35		16	8

MF23004	11.4.2023	Postbank	Membership fee 2023: Bulgaria		€ 109.35		16	8
MF23031	12.4.2023	Postbank	Membership fee 2023: Sweden		€ 4,920.49		16	8
MF23023	12.4.2023	Postbank	Membership fee 2023: Norway		€ 2,733.60		16	8
MF23019	13.4.2023	Postbank	Membership fee 2023: Lithuania		€ 109.35		16	8
MF23015	17.4.2023	Postbank	Membership fee 2023: Iceland		€ 218.69		16	8
MF23007	17.4.2023	Postbank	Membership fee 2023: Czechia		€ 218.69		16	8
MF23017	18.4.2023	Postbank	Membership fee 2023: Italy		€ 328.05		16	8
MF23003	18.4.2023	Postbank	Membership fee 2023: Bosnia & Herzegovina		€ 109.35		16	8
MF23027	19.4.2023	Postbank	Membership fee 2023: Russia		€ 157.00		16	8
2326	24.4.2023	Postbank	EC Claim: Interim Rome, February 2023			€ 112.44	1	1
2327	24.4.2023	Postbank	S.U.N. Illustration for value statement			€ 240.00	9	12
MF23014	25.4.2023	Postbank	Membership fee 2023: Greece		€ 1,093.45		16	8
MF23032	26.4.2023	Postbank	Membership fee 2023: Switzerland		€ 2,733.60		16	8
MF23011	26.4.2023	Postbank	Membership fee 2023: France		€ 2,733.60		16	8
MF23001	26.4.2023	Postbank	Membership fee 2023: Austria		€ 2,733.60		16	8
MF23008	27.4.2023	Postbank	Membership fee 2023: Denmark		€ 4,920.49		16	8
2328	2.5.2023	Postbank	EC Claim Interim Krakow, April 2023			€ 228.71	1	1
29	30.4.2023	Postbank	banking fees			€ 11.66	7	7
2329	2.5.2023	Postbank	Accounting software EasyVerein			€ 232.56	8	4

MF23010	5.5.2023	Postbank	Membership fee 2023: Finland		€ 2,733.60		16	8
2330	8.5.2023	Postbank	Office Administration, invoice 64			€ 552.50	10	2
MF23016	9.5.2023	Postbank	Membership fee 2023: Ireland		€ 1,093.45		16	8
2381	10.5.2023	Postbank	OT-Europe Reimbursement Krakow		€ 293.64		15	1
MF23018	13.5.2023	Postbank	Membership fee 2023: Latvia		€ 164.01		16	8
2331	15.5.2023	Postbank	EC Claim: Interim Krakow, April 2023			€ 508.61	1	1
2332	15.5.2023	Postbank	EC Claim Interim Krakow, April 2023	PLN 450.44		€ 99.18	1	1
MF23028	16.5.2023	PayPal	Membership fee 2023: Serbia		€ 109.35	€ 6.34	16	8
MF23002	22.5.2023	Postbank	Membership fee 2023: Belgium		€ 601.40		16	8
MF23025	23.5.2023	Postbank	Membership fee 2023: Portugal		€ 164.01		16	8
MF23030	23.5.2023	Postbank	Membership fee 2023: Spain		€ 4,920.49		16	8
MF23024	23.5.2023	Postbank	Membership fee 2023: Poland		€ 109.35		16	8
MF23022	25.5.2023	Postbank	Membership fee 2023: Netherlands		€ 2,733.60		16	8
MF23033	30.5.2023	Postbank	Membership fee 2023: United Kingdom		€ 8,747.54		16	8
28	31.5.2023	Postbank	banking fees			€ 9.46	7	7
2333	19.6.2023	Postbank	Office Administration, invoice 65			€ 459.00	10	2
2334	19.6.2023	Postbank	EC Prepayment: GA Ljubljana, October 2023			€ 450.00	1	1
2335	19.6.2023	Postbank	EC claim: Travel GA Ljubljana, October 2023			€ 516.34	1	1
2336	26.6.2023	Postbank	EC claim: Travel GA Ljubljana, October 2023			€ 179.77	1	1

2337	26.6.2023	Postbank	Office Administration, invoice 66			€ 578.00	10	2
27	30.6.2023	Postbank	Banking fees			€ 7.00	7	7
2338	03.07.2023	PayPal	Regional Group Membership Fee (2023) for WFOT	USD 53.04		€ 51.00	6	11
MF23020	11.07.2023	Postbank	Membership fee 2023: Luxembourg		€ 141.68		16	8
MF23005	12.07.2023	Postbank	Membership fee 2023: Croatia		€ 169.01		16	8
2339	28.07.2023	Postbank	Office Administration, invoice 67			€ 544.00	10	2
25	31.07.2023	Postbank	banking fees			€ 10.56	7	7
2340	18.08.2023	Postbank	EC Prepayment: GA Ljubljana, October 2023			€ 500.00	1	1
2384	22.08.2023	Postbank	Office Administration, invoice 68			€ 340.00	10	2
2341	23.08.2023	Postbank	OT Europe Contribution for 2023			€ 3,000.00	15	11
2342	29.08.2023	PayPal	Zoom subscription			€ 17.84	4	4
26	31.08.2023	Postbank	banking fees			€ 10.78	7	7
2343	11.09.2023	PayPal	Zoom subscription			€ 156.13	4	4
2344	13.09.2023	Postbank	Financial Advice (Campbell invoice: 33183)			€ 1,454.78	11	12
2345	13.09.2023	Postbank	Financial Advice (Campbell invoice: 33185)			€ 395.68	11	12
2346	13.09.2023	Postbank	Financial Advice (Campbell invoice: 33184)			€ 973.42	11	12
2347	13.09.2023	Postbank	GA Hotel & Venue - prepayment #1			€ 3,673.82	13	8
2348	14.09.2023	Postbank	Financial Advice (Campbell invoice: 33216)			€ 89.25	11	12
2349	14.09.2023	Postbank	Greengiving			€ 2,052.26	9	5

2350	18.09.2023	Postbank	Office Administration, invoice 69			€ 544.00	10	2
2349_1	22.09.2023	Postbank	Greengiving - reimbursement		€ 66.74		9	5
2347_1	29.09.2023	Postbank	GA Hotel & Venue - prepayment #2			€ 1,723.82	13	8
24	29.09.2023	Postbank	banking fees			€ 11.88	7	7
2351	03.10.2023	Postbank	EC Claim: Representation at ENOTHE Annual Meeting			€ 396.67	1	1
2352	03.10.2023	Postbank	EC Claim: Travel GA Ljubljana, October 2023			€ 398.88	1	1
2353	03.10.203	Postbank	EC Claim: Travel GA Ljubljana, October 2023			€ 736.39	1	1
2354	23.10.2023	Postbank	EC Claim: GA Ljubljana, October 2023			€ 879.75	1	1
2255	23.10.2023	Postbank	EC Claim: GA Ljubljana, October 2023			€ 328.24	1	1
2356	23.10.2023	Postbank	Office Administration, invoice 70			€ 680.00	10	2
2357	26.10.2023	Postbank	COTEC GA expenses (Anneliis Aavik)			€ 158.97	1	1
2358	29.10.2023	Postbank	Financial Assistance	RSD 4600.00		€ 206.65	5	10
2359	30.10.203	Postbank	GA minutes translation			€ 473.62	13	12
2360	30.10.2023	Postbank	GA minutes translation			€ 141.61	13	12
2361	30.10.2023	Postbank	EC Claim: GA Ljubljana, October 2023			€ 102.76	1	1
2362	30.10.2023	Postbank	GA Hotel & Venue - final invoice/payment			€ 3,472.00	13	8
20	31.10.2023	Postbank	banking fees			€ 12.32	7	7
2363	02.11.2023	Postbank	Financial Assistance			€ 391.24	5	10
2364	06.11.2023	Postbank	EC Claim: GA Ljubljana, October 2023	GBP 252.92		€ 290.19	1	1

2365	08.11.2023	Postbank	Office Administration, invoice 71			€ 867.50	10	2
2366	08.11.2023	Postbank	EC Claim: Representing COTEC at ENOTHE Annual meeting, claim 1			€ 396.67	1	1
2367	08.11.2023	Postbank	EC Claim: Representing COTEC at ENOTHE Annual meeting, claim 2			€ 446.80	1	1
2368	08.11.2023	Postbank	Office costs			€ 37.46	12	6
2369	08.11.2023	Postbank	EC Claim: GA Ljubljana, October 2023			€ 617.58	1	1
2366_1	09.11.2023	Postbank	Return of double payment of COTEC invoice 2366		€ 396.67		1	1
2370	16.11.2023	Postbank	Financial Assistance			€ 583.82	5	10
2371	04.12.2023	Postbank	Financial Advice (Campbell invoice: 34295)			€ 351.05	8	12
2372	22.11.2023	PayPal	Regional Group Membership Fee (2024) for WFOT	USD 54.08		€ 51.69	6	11
18	30.11.2023	Postbank	banking fees			€ 11.88	7	7
2373	04.12.2023	Postbank	EC Claim: GA Ljubljana, October 2023			€ 300.75	1	1
2374	04.12.2023	Postbank	EC Claim: European Public Health Conference (EUPHA) Attendance			€ 488.78	1	1
2375	04.12.2023	Postbank	Postage for documents and invoices to store with EC Member	GBP 16.60		€ 19.36	8	6
2376	04.12.2023	Postbank	EC Claim: Harnessing Talent - Working Group, in-person meeting			€ 146.64	1	1
2377	07.12.2023	Postbank	Financial Advice (Campbell invoice: 34371)			€ 240.98	8	12
2378	07.12.2023	Postbank	EC Claim: Travel for WFOT Council Meeting			€ 933.87	1	1
2379	13.12.2023	Postbank	Office administration, invoice 72			€ 408.00	10	2
2380	27.12.2023	Postbank	EC Prepayment: Travel for Interim in Tallinn, January 2024			€ 488.93	1	1
16	31.12.2023	Postbank	banking fees			€ 11.88	7	7
TOTAL						€ 54,889.94	€ 46,864.19	

