



EUROPEAN ASSOCIATION FOR
THE EDUCATION OF ADULTS

Management report

12/31/2013

GA- 18.06.2014-09-01-GE

CONTENTS

- 1) Balance sheet
- 2) Surplus & Loss Statement
- 3) Comments
- 4) Projects and services contracts details
- 5) Expenditures chart
- 6) Assets depreciation table
- 7) Bob Schouten Fund
- 8) Wages Justification

Balance Sheet

<u>ASSETS</u>		Comments (see page 3)
FIXED ASSETS	7,910	
IT Equipment & Web Site	1,636	
Rental Guarantee	6,274	
CURRENT ASSETS	250,974	
Debtors	8,739	(1)
Other revenues to receive	74,558	
Social security provision	4,171	(2)
Advance EUCIS	5,600	
Cash at bank	143,968	
Bob Schouten	13,897	
Deffered charges & Acquired revenues	41	
TOTAL ASSETS	258,884	
LIABILITIES		
CAPITAL AND RESERVES	72,723	
Reported Results	63,676	
Result at 31/12/2013	-2,644	
Provision fund	11,690	
CURRENT LIABILITIES	186,161	
Suppliers	4,279	
Staff costs	10,598	
GINCO Project	0	
ENIL Project	7,340	
INFONET III	5,244	
BELL Project	21,446	
OED Project	112,505	
KNOW YOUR LIFE STYLE Project	3,909	
ARALE Project	0	
ROMA ACT	4,698	
GO ACT	0	
Provision holiday premiums	16,141	(3)
Other	0	
TOTAL LIABILITIES	258,884	

Surplus & Loss Statement

	Total 31/12/2012	Annual Budget 2013	Total 31/12/2013	Comments (see page 3)
INCOMES				
MEMBERSHIP FEES	91,471	90,000	92,703	(1) see page 4 for detail
EU CORE FUNDING	120,114	150,000	145,966	
PROJECTS EC	18,551	99,000	38,811	
SERVICES CONTRACTS	70,231		63,368	
EXTRA:	33,899	12,000	37,637	
Lline subscription	105	0	280	(2)
Services	29,775	0	25,953	
Extra Contr. To reception & GA	0	0	4,049	
Reimbursement Travel Expenses	2,709	0	6,422	
Others	1,310	0	934	
S/TOTAL	334,267	351,000	378,485	
TOTAL INCOMES	334,267	351,000	378,485	
EXPENDITURES				
1 STAFF COSTS				see page 4 for detail
Gross salaries	162,551	0	182,821	
Social security and other costs	50,871	0	61,102	
S/TOTAL	213,422	214,000	243,923	
2 PROJECT COSTS				
Projects costs	721	0	0	
Services contracts	0	0	0	
S/TOTAL	721	27,000	0	
3 TRAVEL EXPENSES				
Travel & representation	17,395		21,818	
S/TOTAL	17,395	10,000	21,818	
4 OFFICE COSTS				
Rent	25,534	0	26,452	
Communication	1,233	0	5,035	
Equipment	5,805	0	5,525	
Insurance	3,121	0	4,274	
Bank charges	498	0	697	
Consumables	3,406	0	3,829	
Publication	6,373	0	2,652	
Translators	0	0	0	
Other	0	0	0	
S/TOTAL	45,970	50,000	48,465	
5 ASSOCIATION MEETINGS				
Board/ Link meetings/ Travel	10,284	0	10,098	
General Assembly/ Conferences	17,402	0	22,477	
S/TOTAL	27,687	35,000	32,576	
6 OTHERS				(2) (3)
Accounting/ Auditing	8,503	0	8,533	
Affiliation to Associations	2,746	0	3,695	
Exceptionnal Costs	2,597	0	0	
Depreciation on unpaid Fees	3,415	0	22,120	
Reserve Fund	11,690	0	0	
S/TOTAL	28,951	15,000	34,347	
TOTAL EXPENDITURES	334,146	351,000	381,129	
PERIOD RESULT	121		-2,644	

Comments

Balance Sheet:

(1)	Unpaid membership fees 2012	€ 1,628
	Unpaid membership fees 2013	€ 5,384
	Other (Projects - recharge expenses)	€ 1,727
	Total	€ 8,739

(2) Total Amount paid as advance to the social security authorities

(3) Provision for 01 to 12/2013 for holiday premium to pay in 2014

Surplus and Loss Statement:

(1) The amount mentioned is the total membership fees invoiced for 2013.

The amount received in 2013 for membership is 87319 Euro. (94%)

(2)	KPMG - Fees until 31/12/2013	€ 5,308
	HLB - External Audit	€ 3,225
	Total	€ 8,533

(3) Depreciation on unpaid fees (exclusion and leaving members):

2011	€ 7,250
2012	€ 12,700
2013	€ 2,170
Total	€ 22,120

Projects and services contracts details

PROJECTS EC:

	GINCO	ENIL PROJECT	INFONET III	BELL PROJECT	OED PROJECT	KYLS	ARALE	ROMA ACT	GO ACT
	01.10.2009-30.09.2012	01.12.2010 - 31.01.2014	01.10.2012 - 30.09.2015	01.11.2011 - 01.01.2014	01.12.2011-30.11.2014	01.01.2013 - 31.12.2013	01.01.2013 - 31.12.2013	01.01.2013 - 31.12.2013	01.01.2013 - 31.12.2013
Cash Advances	14004	7888	0	23051	306918	4000	48472	7861	11597
Recharge Expenses	0	0	6694	0	0	266	0	0	0
Other	0	0	0	0	-186489	0	0	0	0
Total Revenues	14004	7888	6694	23051	120430	4266	48472	7861	11597
Staff costs	9408	8172	5964	9883	44981	0	37499	6952	8615
Fees Experts	0	0	0	0	0	0	7635	0	0
Travel	4847	448	1450	922	3742	311	4088	419	7192
Subsistence	72	100	0	83	3422	45	8029	66	10
Rent - Office supplies	0	0	0	600	0	0	3388	2678	0
Phone/Internet	0	0	0	0	760	0	0	0	0
Total Expenses	14328	8720	7414	11488	52905	357	60639	10116	15817
Project Result	-324	-832	-720	11563	67524	3909	-12167	-2254	-4220

Closed in 09/2013

Closed in 12/2013

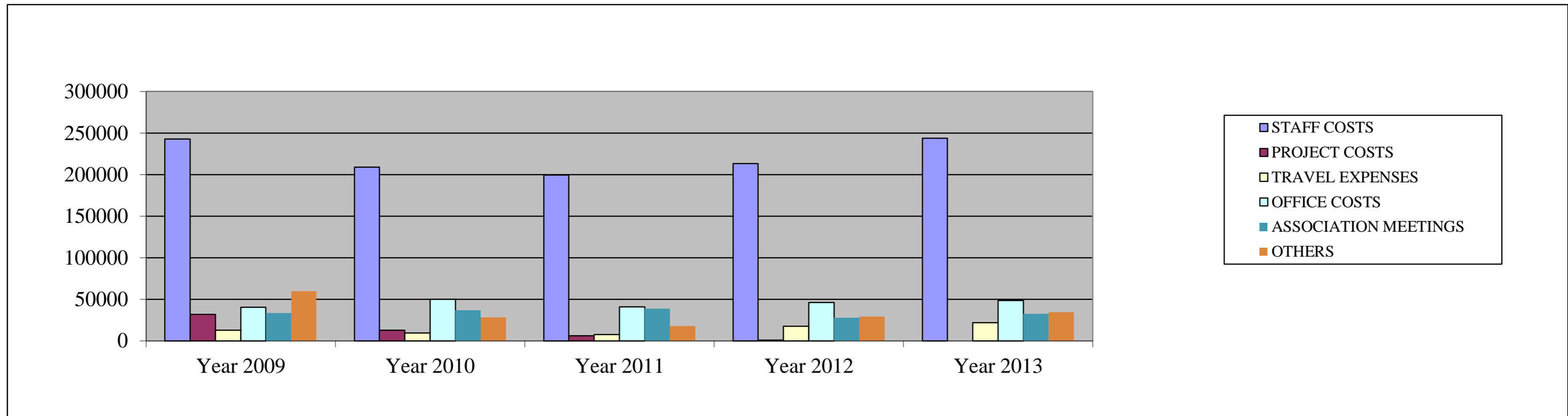
Closed in 12/2013

SERVICES CONTRACTS :

EFVET	46223
SERBIA	17145
TOTAL	63368

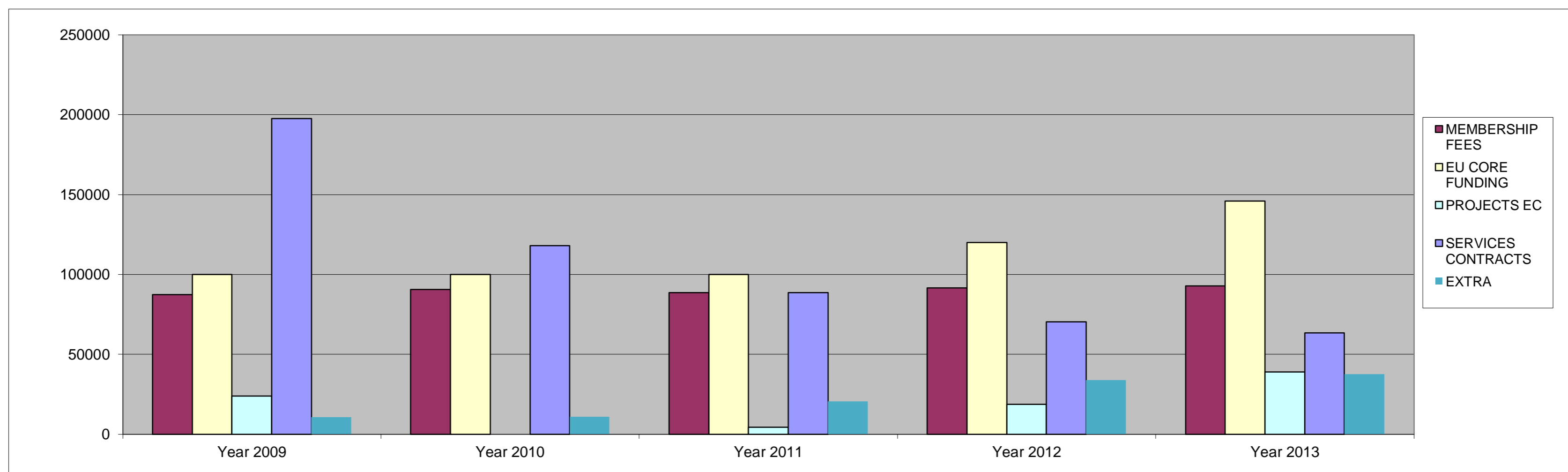
Expenditures repartition

	Year 2008	Year 2009	Year 2010	Year 2011	Year 2012	Year 2013
STAFF COSTS	160474	242930	209136	199345	213422	243923
PROJECT COSTS	58283	31661	12495	5850	721	0
TRAVEL EXPENSES	10873	12589	9113	7358	17395	21818
OFFICE COSTS	46830	40532	49967	40683	45970	48465
ASSOCIATION MEETINGS	36,803	33,491	36,559	38,801	27687	32576
OTHERS	42,273	59,549	28,104	17,806	28951	34347



Revenues evolution

	Year 2008	Year 2009	Year 2010	Year 2011	Year 2012	Year 2013
MEMBERSHIP FEES	81000	87375	90700	88680	91471	92703
EU CORE FUNDING	81406	99953	100000	100000	120114	145966
PROJECTS EC	36798	23838	0	4443	18551	38811
SERVICES CONTRACTS	114789	197667	117993	88583	70231	63368
EXTRA	11,800	10,697	10,967	20,619	33,899	37,637








Assets Depreciation Table

Acquisition Date		Method	Rate %	Acquisition Value	Previous Depreciation	Depreciation To date	Total Depreciation	Net Value
	TOTAL			11,990.31	9,051.49	1,302.79	10,354.28	1,636.03
	<u>Web Site</u>			3,034.50	3,034.50	0.00	3,034.50	0.00
1/20/2008	Web Site	Linear	33%	3,034.50	3,034.50	0.00	3,034.50	0.00
	<u>IT Equipment</u>			8,400.41	6,016.99	1,191.71	7,208.70	1,191.71
2/7/2008	DELL COMPUTER	Linear	33%	1,083.25	1,083.25	0.00	1,083.25	0.00
3/7/2008	DELL COMPUTER	Linear	33%	1,071.15	1,071.15	0.00	1,071.15	0.00
4/28/2008	VSU EQUIPMENT	Linear	33%	324.00	324.00	0.00	324.00	0.00
12/31/2009	DELL COMPUTER	Linear	33%	935.38	935.38	0.00	935.38	0.00
9/15/2010	COMPUTER	Linear	33%	1,411.50	1,411.50	0.00	1,411.50	0.00
9/30/2012	LAPTOP	Linear	33%	1,182.21	394.07	394.07	788.14	394.07
12/11/2012	2 LAPTOPS	Linear	33%	2,392.92	797.64	797.64	1,595.28	797.64
	<u>Office Furnitures</u>			555.40	0.00	111.08	111.08	444.32
8/22/2013	BRUNEAU - OFFICE FURNITURES	Linear	20%	555.40	0.00	111.08	111.08	444.32

Bob Schouten Fund

Overview of incomes, expenses and interest

Year	Expenses	Income	Interest	Total
2009				19223
				
2010	687.75 417.94 732.25 2140			
				15,245
2011	169.27 170 1500		587.94 403.22	
				14,397
2012	0 700 0		422.55	
				14,120
2013	700		477.43	
				13,897

Bob Schouten was used in 2013 for financial participation of younger seminar staff

Wages Justification

GROSS WAGES		
<u>Relevé 325 SECUREX</u>		
Wages	189,511.89	
TOTAL GROSS REMUNERATIONS	189,511.89	
SOCIAL SECURITY	23,633.85	
TAXABLE		<u>213,145.74</u>
 <u>Accounting</u>		
620,300 Employees Wages	169,117.82	
620,400 Pécule de vacances	20,394.07	
TOTAL GROSS REMUNERATIONS	189,511.89	
SOCIAL SECURITY	23,633.85	
TAXABLE		<u>213,145.74</u>
Difference	0.00	
SOCIAL SECURITY		
<u>Relevé 325 HDP</u>		
Social security 2013	49,101.74	
 <u>Accounting</u>		
621,000 Social Security	49,101.74	
Difference	0.00	
OTHER COSTS		
<u>Relevé 325</u>		
Other costs	8,007.00	
Travel costs participation	1,218.87	
Securex fees	4,249.59	
Taxes reduction	-1,898.64	
 <u>Comptabilité</u>		
623,100 Employer contribution	8,007.00	
623,000 Travel costs	1,218.87	
612,000 Securex Fees	4,249.59	
749,000 Taxes reduction	-1,898.64	
Difference	0.00	