

UNISCAPE DRAFT BUDGET 2020

	In (€)	Out (€)	Description
1	32.000		2020 Membership Fees (and earlier)
2	2.100		Reimbursement Tuscany Region for internship 2018
3		2.850	Outstanding tax payments
4		15.000	Network Office Staff salary
5		5.000	Taxes (following job contract)
6	3.500	4.500	Conference online 16-17 October 2020 and publications
7		1.000	2020-2021 "Landscape online" initiative
8		4.000	External collaboration events 2020-2021
9		800	Website and communication
10		3.000	Financial controller /accountant
11		300	Office costs and stationary
12		350	Reimbursement travel costs staff
13		300	Bank account expenses
14		500	Unforeseen
	37.600	37.600	TOTAL

General considerations

The financial aim of UNISCAPE for 2020 is to close the year with at least the same assets as at closure of 2019. With this goal, the budgeted expenditures will be kept at basic level.

With the VAT regime all UNISCAPE operations are checked by the chartered accountant and each year the income tax statement have to be submitted.

Please consider the following precisions:

- ad1. This is an estimated amount, based on the previous balances, taking into account the current situation due to Covid emergency. If all the 41 members would pay their annual membership fee this amount would be € 41.000
- ad2. The cost of the internship (€ 3.500) we had in 2018 in order to support the office functioning in Florence and to produce the UNISCAPE Report 2008-2018 will be for the most part covered by regional funds of Tuscany (€ 2.100) that will be granted in 2020.
- ad3. Between 2012 and 2014 the payment of employees' taxes was not provided correctly. We are now recovering these outstanding debts (further increased by late payment fees for a total of € 15.240) according with Debit Payment Plan defined by the chartered accountant. In 2017 we paid € 6.957, in 2018 we paid € 3010.67 and in 2019 we paid € 2.421,75, for a total amount of € 12.390. Around € 2.850 still remain to be paid in 2020.
- ad4. + ad5. The Office Manager is the only full-time employee of the association. He has a regular Italian job contract maintaining the cost of labor fixed. Part of his salary will be covered this year by the national social safety nets provided by the Italian Government as measure to reduce the economic impact of Covid-19 emergency. This will entails a reduced outcome for the association and salary and related taxes.
- ad6. The expenses for the online Conference will be covered by the registration fees and with the support of Tuscany Region which will provide some expertise, facilities and resources.
- ad7. Expenses will cover the costs to set up a web platform to host a series of webinars.
- ad8. External collaborations will be needed for the organisation of events in 2021, starting from 2020.
- ad9. Expenses due to UNISCAPE website maintaining and development.
- ad10. The chartered accountant gives important and authoritative advice in employment and tax matters, and he approves the balance sheet. With the new VAT regime we have to check all our operations and the income tax statement must be submitted.
- ad11. Costs related to office work material.
- ad12. Director and President are required to travel regularly for GA and other events and to attend some meetings crucial for UNISCAPE but, in this year we a reduced budget is foresee for this item, due to the travel limitations for Covid-19 emergency.
- ad13. Expenses due to Banca Etica for the bank account and debit/credit cards.
- ad14. This item refers to representation costs and other unforeseen small expenditures.