

UNISCAPE DRAFT Budget 2023

	In (€)	Out (€)	Description
1	30.000		2023 Membership Fees (and earlier)
2		11.750	payment of Network Office Staff salary
3		3.250	taxes (following job contract)
4		1.000	outstanding tax payments (2012-2014)
5		2.000	Website, communication, other web services
6		4.500	financial controller/accountant
7		1.000	office costs and stationary
8		2.000	General Assembly / International Conference organisation
9		2.000	En-Route Seminar organisation
10		1.000	reimbursement travel costs staff
11		500	Bank account expenses
12		1.000	unforeseen
Total	30.000	30.000	

General considerations

With the VAT regime all UNISCAPE operations are checked by the chartered accountant and each year the income tax statement has to be submitted. The financial aim of UNISCAPE for 2024 is to close the year with at least the same assets as at closure of 2023.

Please consider the following precisions:

- ad 1.** If all the 35 members pay their fee in time this amount would be € 35.000. This is an estimated amount, based on the previous balances, considering to have most of the members paying their fees in due time.
- ad 2-3.** The Office Manager is the only employee of the association. He has a regular Italian job contract maintaining the cost of labor fixed. In 2023, the contract has been revised to a half-time commitment, in order to reduce the expenses and the taxes.
- ad. 4.** Between 2012 and 2014 the payment of employees' taxes was not provided correctly. Since 2017 UNISCAPE has almost completely recovered all 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.
- ad 5.** Expenses due to UNISCAPE website maintaining and development; costs for web zoom platform to host webinar WDM seminars, GA and others. In 2024 this line of cost is higher for the design of the new website.
- ad 6.** 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. In 2023 he has been partially paid due to the lack of funds, so that in 2024 this line of costs will be higher than usual.
- ad 7.** Costs related to office work material.
- ad 8-9.** Contributions usually allocated of for the organisation of the GA and International Conference, plus two En-Route Seminars.
- ad 10.** Director and President are required to travel regularly for GA and other events and to attend some meetings on behalf of UNISCAPE but they cover their travel expenses with their own funds.
- ad 11.** Expenses due to Banca Etica for the bank account and debit/credit cards.
- ad 12.** This item refers to representation costs and other unforeseen small expenditures.