

## **Treasurer Board Report 2023-2024**

Much of the Board's activity over the past year has been related to the Erasmus Plus Project. As treasurer, I was involved in discussions and activities regarding the financial side of the project. These activities included opening a bank account dedicated to the project and determining the financial aspects and tax implications for EADMT. Initially, I used the existing solution of contacting a tax clerk in Berlin through Elen Vidovic, who is our support in navigating German offices. The language barrier hindered the cooperation with the tax clerk and lengthened the journey, which was stressful and difficult in a project handling situation. In the end, the Berlin advisor did not undertake to provide accounting advice to the project, as it was beyond his competence, and he ended his cooperation with us. Finding a new tax office in Germany was not easy, and eventually, with the support of Susanne Bender (thank you Susanne!), we established cooperation with an office in Munich. I have also started cooperation with the Project Financial Controller, who is responsible for conducting the project's accounts.

The Project has accelerated the changes towards becoming more and more professional association. This also means working with professional institutions to support our activities, like the tax agency in Munich. It was also important to have a partner that may communicate in English.

Besides the project work, I carried out regular activities, such as:

- bank account services, making transfers.
- checking fee payments and issuing Debit Notes that confirms a fee payment for Associations who have asked for it.
- contact with the accountant, taking care of the correctness of financial documents, collecting invoices in paper and online.
- preparing an actual budget and the estimated budget,
- coordinating sending tax declarations by the tax clerk
- Board meetings and discussing ongoing issues
- Staying in touch with the SPRWG

As we are now starting to work with both the new tax agency and the person responsible for accounting in the Erasmus project, I figured it was a good time for a change. After five years on the Board, I am stepping down from my position now. Over the years we have learned a lot when it comes to the financial aspects of the Association, a lot has been put in order. Now it's time for next steps. Thank you all for your trust and cooperation. Special thanks go to my colleagues from the current and previous Board.

Kind Regards,

Izabela Guzek