3. Reports

3.2 Working Group: Strategic Development

Subprocess: Organizational and Operational Structure of CSIT

- Development of a leadership-guide for all members of the ExCom and for the CSIT-office (definition of all operational processes, like budget, ordering, reporting, controlling, and so on)
- Creating of a masterplan for the CSIT-business-year (overview about all appointments, processes, projects, and so on)

Status: In progress

Processleader: Christian Vifian

Support: Silvia Waegli, Generalsecretary SATUS CH
3. Reports

3.3 Treasurer

Subprocess: Operational financial processes of CSIT
• Definition of all operational financial processes in the CSIT
• Creating a booklet with the important financial instructions (for example: How the CSIT makes its budget? ⇒ Description of the budget-process)

Status: In progress
Processleader: Christian Vifian
Support: Silvia Waegli, Generalsecretary SATUS CH
3. Reports

3.3.1 Finances 2011

Documents:
Financial statements:
- Revenues and expenditure
- Balance
- Financial report

Important comments/remarks:
- Like in 2010 the financial result of the year 2011 was a surplus, this year the sum of €760.71 (13). 2011 was a year without world sport games. That is the reason that the outcome has not been as high as in the other years (3).
3. Reports

Comments/remarks:

• Remark (1)
  - Less participants at the different games and les games
  - We have changed the booking-rule: Booking of only the real payed (and not the expected) membership-fees

• Remark (11)
  - Depreciation of bonds (€ 15,066.00) and of office equipment (€ 300.06.) have been made
3. Reports

Comments/remarks:
• Remark to the balance (bonds)
  - The bonds are embedded still in Holland. We are checking a lowcost transfer to Vienna. It could be, that we will embedded teh bonds in Holland, because the conditions there (very good interests) are excellent.
3. Reports

3.3.2 Proposal for the budget 2013

We are in progress to create a very new form of budget (see also the report of the treasurer). This budget must have the following new functions:

- The budget is based on the new cost centre plan of our bookkeeping.
- This cost centre plan allows a real comparison budget with accounting.
- The new budget and accounting are easier to understand, because it is more transparent.
- We have new a responsibility for the leaders of the cost centers.
3. Reports

With these musts it will be possible in future to create a real budget-process.

Schedule for the budget 2013:
- First draft of the budget until decembre 2012.
- Discussion and decision of the budget at the Excom in february 2013 (you will get this paper in march 2013 per e-mail).
3. Reports

Standard-schedule beginning from the budget 2014:
- **Beginning of June**: Sending the budget-forms to the persons responsible
- **End of June**: Return of the forms to the treasurer
- **July**: First draft
- **July/August**: Conversations (clear up questions) with the persons responsible
- **September**: Sending definitive budget to the ExCom
- **September/October**: Discussion and decision of the budget
- **November**: Sending the budget per e-mail to the members of CSIT
3. Reports
The new cost center plan

100 Congress/General Assembly
101 Executive Committee
102 President
103 Controlling Commission

⇒ Official bodies of CSIT

200 Office
300 Marketing/Communication
400 Sport/Technical Commissions
3. Reports
The new cost center plan

500 Working Groups
600 Projects
610 Project IOC AISTS
700 Subventions
810 World Sport Games 2013
820 World Sport Games 2015
830 World Sport Games 2017
900 Federation
3. Reports
Illustrating exemple
In 2013 there are € 25‘000.– for travel expenses.
With the new cost center plan you can see in the accounting the division of this amount to the different cost centers.
3. Reports

3.3.3 Report of the Control Commission
REPORT OF THE CSIT CONTROL COMMISSION

The congress in Rio 2011 elected a new Control Commission (art 16 of the statutes of CSIT) for the period of 4 years.

The composition of this Commission:

- Henk Bouchoms NCS – The Netherlands
- Georg Constantinou PASEK Cyprus
- Pierre Janssens FROS Belgium

On the 5th and 6th of September 2012 Henk Bouchoms and Pierre Janssens visit the office of CSIT in Vienna to control the bookkeeping and the balance of 2011.

Below you will find the report of the Control Commission.

Beside this official report we provided the Executive Committee with some recommandations in order to improve several internal processes.

The control was carried out by spot checking receipts, revenues, expenditures and the balance carried forward.

The membership fees and the reimbursements for the Technical Commissions were also controlled, according to the regulations.

As a result of the control we confirm that:

1. The balance and the annual account are in accordance with the bookkeeping;
2. The bookkeeping has been carried out correctly and regularly;
3. All receipts have been presented.

The CSIT approves the account of the year 2011 and releases the treasurer Christian Vifian and the Executive Committee of CSIT of his/her responsibility.

The Control Commission expresses its thanks and congratulations to the treasurer Christian Vifian for his work in 2011.

Vienna, September 6, 2012

On behalf of the Control Commission

[Signatures]

Pierre Janssens

Annex: loss and profits
Balance

Henk Bouchoms
RAPPORT DE LA COMMISSION DE CONTRÔLE DE LA CSIT

Le congrès à Rio en 2011 a élu une nouvelle commission de contrôle (art 16 des statuts de la CSIT) pour une période de 4 ans.

Voici la composition de la commission

- Henk Bouchoms NCS – Pays Bas
- Georg Constantinou PASEK Chypre
- Pierre Janssens FROS Belgique

Le 5 en le 6 septembre Henk Bouchums et Pierre Janssens on fait le contrôle de la comptabilité 2011 (la comptabilité et le bilan)

En annexe vous trouvez le rapport de la commission.

Séparément de ce rapport officiel la commission de contrôle a transmis au comité exécutif de la CSIT une liste de recommandations afin d’améliorer les procès interne.

Ce contrôle consistait à l’examen de certains justificatifs, des recettes et des dépenses ainsi que du report des soldes.

L’intégralité des cotisations et des dédommagements aux commissions techniques, tels qu’ils sont prévus par le règlement, a été également contrôlés.

Basé sur cet examen, nous avons constaté, que:

1. le bilan et le décompte annuel sont conformes à la comptabilité;
2. la comptabilité est tenue en bonne et due forme;
3. les justificatifs demandés ont été présentés comme il faut.

Nous proposons d’approuver le bilan de la CSIT pour 2011 et décharger le trésorier responsable Christian Vifian et le Comité Exécutif de la CSIT.

La Commission de Contrôle remercie et félicite le trésorier responsable Christian Vifian pour le travail accompli.

Vienne, le 6 septembre 2012

Pour la Commission de Contrôle

Pierre Janssens

Annexe: pertes et profits Balance

Henk Bouchoms