

E2 FYEG Financial Plan 2019-2020

Proposer: FYEG Executive Committee
Resolution date: 07/14/2019
Agenda item: 4 Plans

Text

1. General Comment

Our 2019 budget will be bigger than in 2018 but smaller than what was initially planned. The increase of both expenses and resources compared to 2018 is mostly due to the campaign for the European Elections and the increase of EGP contribution to FYEG budget. The decrease compared to the preliminary budget adopted last year is mostly due to the fact we didn't succeed in one of our applications for a project (European Youth Together) and to the more realistic estimations of some expenses like donations and the exclusion of participation in kind from the budget.

Our 2020 budget will remain at a high level due to the good results in the European Elections. We expect to get a bigger contribution from the EGP compared to pre-electoral years (2016 or 2017), an enhanced partnership with the Greens-EFA group in the European Parliament, more donations from MEPs and more possibilities to organise visits into the European Parliament in parallel to our meetings. This higher budget will be used for a more expensive Work Plan and for some of our activities. We are also looking at offering better employment conditions to our staff.

During this period, FYEG office should look into the possibility to create reserves to future election campaigns.

2. Details per budget line

1. Personal Costs

In 2019, FYEG will keep spending a big share of its budget on personal costs (109 400€ in 2019 and 116 000€). These three budget lines correspond to the costs for personal that are directly paid by FYEG (1 full-time secretary general, 1 full-time project manager, 1 full time communication and campaign manager and one part-time office assistant. The part-time intern that is not directly paid by us but hired by the Greens/EFA group in the European Parliament doesn't appear in our financial report. The costs for our campaign assistant, which was hired by the EGP as a "joint project" by FYEG and the EGP (see line 6.1.2) is in the accounts under "campaigns" budget line (5.3.1)

31 We want to keep increasing our budget for office to offer better employment
32 conditions (including a 200€ pay raise in 2020) to our staff and increase the
33 capacity of the office on the long term. The pay raise would still need to be
34 validated by the next EC.

35 **2. Infrastructure and operating costs**

36 The budget line 2.1.1 on office rent will keep showing zero euro as we are using
37 EGP facilities. The cost for renting the office from the EGP (8000€) are
38 deducted from the contribution of EGP to FYEG (7.1.1)

39 We propose to create two new budget lines, the first one (2.1.2) with 300€ for
40 the office to be able to organise proper office meetings or retreats, which may
41 imply renting a room; and the second one (2.1.3) with 3000€ to offer training to
42 the staff (on fundraising, accounting, communication, photo or video editing,
43 etc.)

44 The budget line 2.2.1 covers the costs associated to our website (hosting
45 servers) and online tools (cloud, newsletter, reimbursement form etc.). We want
46 to increase it from around 1000€ to 1500€ to be able to buy a proper accounting
47 software.

48 The budget line 2.2.2 covers the buying of equipment for the office (laptops,
49 chairs, tables, etc.). The budget increases in 2019 (2500€) because of the
50 growing staff and the investments it required, as well as to cover reparation
51 costs of our camera. It goes back to 2000€ in 2020.

52 The budget line 2.2.3 is used to compensate the work of Christoph, our
53 webmaster, for a total of 1200€ per year. This remains stable in 2019 and 2020

54 The budget line 2.3 serves for office supply (pens, tape, etc. or drinks) but
55 most of these expenses are usually covered by projects, which is why we budgeted
56 500€ on these two budget lines in 2019 and 2020.

57 The budget line 2.4 on postal and communication includes the payment of phone
58 bills for the office and the few postal charges that are not included in
59 projects, for a total of 1250€ in 2019 and 1200€ in 2020.

60 The budget line 2.5 on printing and publication covers costs for EcoSprinter
61 when it's not part of a project and for general FYEG material. We budgeted 4000€
62 in 2019 and 4500€ in 2020 for these two budget lines

63 **3. Administrative Expenditure**

64 FYEG will spend 5900€ of its budget on administrative costs in 2019 and 2020. It
65 includes extraordinary costs (for example when we have to introduce a request
66 for a work permit for a staff member), insurances, bank charges, legal expenses
67 (for example the fee the submit changes in the EC to the Belgian authorities)
68 and costs for the official accountant that certifies our accounts. We want to
69 increase the budget of extraordinary costs (to be able to cover the process of

70 two work permit requests instead of two) and expect a small decrease of bank
71 fees..

72 **4. Meetings and representation costs**

73 In 2018, FYEG will spend 79 000€ in 2019 and 78200€ in 2020 on meetings and
74 representation costs.

75 Budget line 4.1.1 covers costs that EC members can claim for their internet or
76 phone bills for 600€. This is less than what was initially budgeted but still
77 more than what was spent during the previous years by EC members. We want to
78 keep the possibility open for EC members to get those costs reimbursed.

79 Budget line 4.1.2 covers costs linked to EC meetings (transport, food and
80 accommodation). This depends on the location of the meeting and the place of
81 residence of the EC members. We want to keep this budget line high enough
82 (13000€) so that the fact that EC members would come from further locations
83 doesn't represent a financial difficulty for FYEG

84 Budget line 4.2.1 concerns the General Assembly. It should always be read
85 together with the budget 5.1.2 on Spring/Summer Conference as these two events
86 often take place at the same time but the Spring/Summer Conference is co-
87 organised with the Greens-EFA group in the European Parliament. We expect
88 smaller expenses in 2019 due to a cheaper location (17000€) and that a potential
89 increase in 2020 could be covered by the Spring Conference budget line so this
90 budget line would be 15000€.

91 Budget line 4.2.2 concerns the training for MOs boards that we want to organise
92 at the end of each year, instead of the Working Group Meeting. Most of these
93 costs will be covered by the per-diem received by FYEG for those who will visit
94 the European Parliament during this event (8.1.3). This would cost 15000€ each
95 year.

96 Budget line 4.2.4 concerns the Strategic Planning Meeting. The Strategic
97 Planning Meeting was organised in February 2019 and costed around 19000€,
98 including the second Young Candidates training. We expect a similar cost
99 (20000€) in 2020. Most of these costs are covered by the per-diem received by
100 FYEG for those who visit the European Parliament during this event.(8.1.3)

101 Budget line 4.2.5 concerns the Meeting of the Financial Control Committee. The
102 FCC meeting didn't cost much as four participants lived in Brussels and the
103 fifth one got reimbursed by a different organisation, but we expect to organise
104 a second FCC meeting in the end of 2019. This is why we budget 800€ in 2019 and
105 1000€ in 2020.

106 Budget line 4.3.1 is our membership fee to the European Youth Forum, for around
107 1600€

108 Budget line 4.3.2 are contributions to activities organised by CDN (Cooperation
109 and Development Network for Eastern Europe) for a total amount of 7.500€

110 Budget line 4.4 covers meetings to Member Organisations, Study visits, meetings
111 of the EGP and Global Greens and other meetings for political work and
112 networking. We want to increase those visits, which is why 4500€ is budgeted in
113 2019 and 2020.

114 **5. Projects and campaigns**

115 Budget line 5.1.1 is about our Work Plan on Social Rights in 2019 and on Just
116 Transition 2020. Contrary to the previous years, we are budgeting these events
117 without taking into account the equivalent cost of Voluntary Work, that is taken
118 into account by our funder but never appears in our financial reports. The work
119 plan should cost around 62000€ in 2019 and 99000€ in 2020.

120 Budget line 5.1.2 concerns the Summer Conference in 2019 and the Spring
121 Conference in 2020. They are organised together with the Greens/EFA group in the
122 European Parliament, in the same place and time as the General Assembly. We
123 budgeted 25000€ in 2019 and 30000€ in 2020.

124 Budget line 5.1.3 is for spendings related to the climate conference. In 2019 or
125 2020, we didn't budget the organisation of Alter COP seminars. The budget line
126 remains but is reduced to 2000€ in 2019 and 3000€ in 2020 to cover the cost of
127 delegations to UNFCCC or other political work around climate conferences. It was
128 not decided yet if FYEG will send a delegation to COP25 in Chile.

129 Budget line 5.2.1 concerns the Study Session on Future of Activism in 2019 and a
130 potential one in 2020. Costs for events organised with the European Youth
131 Centres are covered directly by them. The costs in these lines are extra costs
132 such as the reimbursement of participation fees for participants with low
133 resources,

134 Budget line 5.3.1 concerns the campaigns, including the campaign for the
135 European Election in 2019. It includes costs such as the joint campaign event in
136 Madrid, the design and printing of our material and the campaign meetings and
137 the salary of the Campaign and Events Assistant who was working on the
138 organisations of the joint projects and joint elements of our campaign with the
139 EGP. Most of those campaign elements were joint projects with the EGP (7.1.2).
140 We budgeted 60000€ in 2019 and 5000€ in 2020 for a regular campaign.

141 Budget line 5.4.1 concerns ad-hoc projects for a total of 7500€.

142 Budget line 5.4.1 concerns ad-hoc projects for a total of 7500€

143 The budget line 5.4.2 is a new budget line to cover costs of projects and
144 meetings of working groups, for a total of 4000€ per year.

145 **6. Allocations to the next year and reserves**

146 In 2019 we are planning to transfer 5000€ to 2020. In 2020, we are planning to
147 start to put some money aside for the next European Elections campaign.

148 7. Administrative Revenues

149 What we call administrative revenues are revenues that are not linked to
150 specific projects organised by FYEG and can be used rather freely by FYEG.

151 Budget lines 7.1.1 and 7.1.2 are EGP's contribution to FYEG. Our agreement with
152 the EGP states that EGP dedicates 3.5% of their budget on FYEG, either directly
153 (7.1.1) or through the organisation of joint projects (7.1.2). EGP deduces 8000€
154 from their contribution in exchange for us using their facilities.

155 This amount varies from one year to another as EGP is spending more money during
156 certain years, for example when there is a Global Greens Congress or European
157 Elections. In 2019, the EGP used a lot of money for the campaign, thanks to
158 their reserves and to special allocations from the European Parliament. The
159 result is that the total contribution of EGP to FYEG's budget will be close to
160 141000€ in 2019 (92.000€ on 7.1.1 + 8000€ of rent + 41.000€ of joint
161 activities). Due to the good results of the Greens in the election, we are
162 expecting a total contribution of 115.000€ in 2020.

163 Budget line 7.2.1 is an administrative grant given to us by the Youth Department
164 of the Council of Europe, for a total of 13.142€ per year. This grant could be
165 threatened by ongoing budgetary restrictions in the Council of Europe, starting
166 in 2021.

167 Budget line 7.2.2 is an administrative grant given to us by the European Union,
168 as part of the Erasmus+ project, for a total of 50.000€ per year.

169 Budget line 7.3.1 is the sum of membership fees paid by our Member
170 Organisations. Each MO has to pay 1% of its budget to FYEG. Given the good
171 financial situation of several Member Organisations, we expect a contribution
172 close to 17.000€ in 2019 and 2020.

173 Budget line 7.3.2 is the participation fee to the GA and Spring Conference. We
174 are aiming at reducing those fees to make the GA more accessible. We therefore
175 expect 3000€ in 2019 and 2020.

176 Budget line 7.3.4 is donations. These are donations from individuals only,
177 including our crowdfunding campaign, MEPs when they make donations from their
178 personal accounts and donations that are received in exchange for material (tee-
179 shirts, stickers, etc.). FYEG should aim at increasing donations, especially
180 from FYEG alumni and regular donations. We are aiming for 5000€ of donations per
181 year.

182 Budget line 7.3.5 is the allocation from the previous year, for 33.000€ in 2019.

183 7. Projects incomes.

184 What we call project incomes are incomes that are linked to the organisation of
185 specific projects. We need to report much more precisely to these funders, with
186 the details of the expenses funded.

187 Budget line 8.1.1 is linked to our partnership with the Greens-EFA group in the
188 European Parliament. This partnership states that FYEG and the Greens-EFA group
189 co-organised events together. FYEG deals with the financial management of these
190 events and costs are later reimbursed by the Green group. In 2018, we co-
191 organised the Spring Conference. Following the results of the European
192 Elections, FYEG and the Greens-EFA group agreed to reinforce this partnership.
193 Financially speaking, Greens-EFA will now dedicate 45.000€ to FYEG per year in
194 2020.

195 Budget line 8.1.2 is money that MEPs can allocate to their communication costs.
196 They can for example reimburse costs linked to events they are taking part or
197 fund publication or fund publications by FYEG that have a connection with their
198 work. We expect 10000€ in 2019 and 15000€ in 2020.

199 Budget line 8.1.3 is money that the European Parliament gives to organisers of
200 groups of visitors into the European Parliament to cover travel costs,
201 accommodation and food, related to that visit. Each MEP can sponsor a limited
202 number of visitors each year but the growing number of young MEPs make us think
203 that we will be able to organise more visits of this kind, bringing the
204 contribution of these visits to 28000€ in 2019 and 45000€ in 2020, with one
205 extra event.

206 Budget line 8.2.1 is the grant by the Youth Department of the Council of Europe
207 associated to our Work Plan. We expect 46000€ in 2019 and 49000€ in 2020

208 Budget line 8.2.2 is for events or sessions during events that we co-organised
209 with the Green European Foundation. We expect 7200€ from this cooperation in
210 2019 and 2020.

211 Budget line 8.2.3 is for projects organised with the Heinrich Böll Stiftung. We
212 didn't have collaboration with them in the last year but are working on
213 rebuilding it, with expected incomes at 1000€ in 2020.

214 Budget line 8.2.4 is for participants' contributions to projects. We expect
215 5000€ in 2019 and 2020.

216 **FYEG BUDGET 2019**

217 **BUDGET EXPENDITURE**

218 **Category 1: Personnel costs 109 400,00**

219 1.1. Salaries 75 000,00

220 1.1.1 Staff (SG, PM, OA, CC0) 75 000,00

221 1.2. Benefits 11 400,00

222	1.2.1 Staff benefits	11 400,00
223	1.3. Social security and other Securex costs	23 000,00
224	1.3.1 Securex	23 000,00
225	Category 2: Office-related and operating costs	14 250,00
226	2.1. Office-related costs	3 300,00
227	2.1.1 Office rent	0,00
228	2.1.2 Office meetings	300,00
229	2.1.3 Trainings for staff	3 000,00
230	2.2. Costs relating to the installation, operation maintenance and equipment	5 200,00
231		
232	2.2.1 IT	1 500,00
233	2.2.2 Office equipment	2 500,00
234	2.2.3 Website maintenance	1 200,00
235	2.3. Stationary and office supplies	500,00
236	2.3.1 Stationary	200,00
237	2.3.2 Other	300,00
238	2.4. Postal and telecommunications charges	1 250,00
239	2.4.1 Postal charges	250,00
240	2.4.2 Telephones, mobile phones	1 000,00
241	2.5. Printing, Publications, information	4 000,00
242	2.5.1 General info material	3 000,00
243	2.5.2 Ecosprinter	1 000,00
244	Category 3: Administrative expenditure	5 900,00

245	3.1. Administrative expenditure	1 100,00
246	3.1.1 Extraordinary costs	1 100,00
247	3.2. Accounting, audit costs, consultancy	3 800,00
248	3.2.1 External/internal Accountant	3 300,00
249	3.2.2 Legal expenses	500,00
250	3.3.0 ther Indirect costs	1 000,00
251	3.3.1 Bank charges	500,00
252	3.3.2 Insurances	500,00
253	Category 4: Meeting and representation costs	79 000,00
254	4.1. Costs of EC meetings of the FYEG	13 600,00
255	4.1.1 Communication EC	600,00
256	4.1.2 Executive Committee meetings	13 000,00
257	4.2. Costs of the meetings of the FYEG5	1 800,00
258	4.2.1 General Assembly	17 000,00
259	4.2.2 Training for MOs	15 000,00
260	4.2.4 Strategic Planning Meeting	19 000,00
261	4.2.5 FCC meeting	800,00
262	4.3. Membership Fees and Regional Support	9 100,00
263	4.3.3 Membership Fees	1 600,00
264	4.3.4 Regional network meetings	7 500,00
265	4.4. Other meetings and representation	4 500,00
266	4.4.1 Visits to Member organisations/Study visits	2 000,00

267	4.4.2 EGP and GG Meetings	1 000,00
268	4.4.3 Political Work/Networking	1 500,00
269	Category 5: Direct Costs: projects and campaigns	160 900,00
270	5.1. Seminars and conferences	89 000,00
271	5.1.1 EYF Work Plan	62 000,00
272	5.1.2 Spring conference	25 000,00
273	5.1.3 COP25	2 000,00
274	5.2. Study Sessions	400,00
275	5.2.1 Study Sessions	400,00
276	5.3. Campaigns	60 000,00
277	5.3.1 Campaigns	60 000,00
278	5.4 Other projects	11 500,00
279	5.4.1 Ad Hoc Projects	7 500,00
280	5.4.2 Working group projects	4 000,00
281	Category 6: Allocations to the next year and reserves	5 000,00
282	6.1 Allocations and funds	5 000,00
283	6.1.1 Allocations to 2020	5 000,00
284	TOTAL BUDGET EXPENDITURE	374 450,00
285	REVENUES	
286	Category 1: Administrative Income	254 142,00
287	7.1 EGP contribution	133 000,00
288	7.1.1 EGP contribution – 3,5% eligible costs	92 000,00

289	7.1.2 Joint activities FYEG/EGP	41 000,00
290	7.2 Administrative Grants	63 142,00
291	7.2.1 CoE European Youth Foundation	13 142,00
292	7.2.2 Erasmus+ Admin	50 000,00
293	7.3 Own sources	58 000,00
294	7.3.1 Membership fees	17 000,00
295	7.3.2 GA & Spring Conference participation fees	3 000,00
296	7.3.4 Donations	5 000,00
297	7.3.5 Allocations from 2018	33 000,00
298	Category 2: Projects & Campaigns income	121 200,00
299	8.1 Cooperation and Green support	63 000,00
300	8.1.1 Cooperation with Greens/EFA Group	25 000,00
301	8.1.2 Fundraising from MEPs	10 000,00
302	8.1.3 EP Visits	28 000,00
303	8.2 Projects	58 200,00
304	8.2.1 EYF work plan	46 000,00
305	8.2.2 Green European Foundation (GEF)	7 200,00
306	8.2.3 Heinrich Boell Stiftung	0,00
307	8.2.4 Participants' contribution to projects	5 000,00
308	8.2.5 Other sources	0,00
309	TOTAL INCOME	375 342,00
310	PROFIT Or LOSS	892,00

311 FYEG BUDGET 2020**312 BUDGET EXPENDITURE****313 Category 1: Personnel costs 116 900,00**

314 1.1. Salaries 75 000,00

315 1.1.1 Staff (SG, PM, OA, CC0) 75 000,00

316 1.2. Benefits 11 400,00

317 1.2.1 Staff benefits 11 400,00

318 1.3. Social security and other Securex costs 30 500,00

319 1.3.1 Securex 30 500,00

320 Category 2: Infrastructure and operating costs 14 200,00

321 2.1. Office-related costs 3 300,00

322 2.1.1 Office rent 0,00

323 2.1.2 Office meetings 300,00

324 2.1.3 Trainings for staff 3 000,00

325 2.2. Costs relating to the installation, operation maintenance and equipment 4
326 700,00

327 2.2.1 IT 1 500,00

328 2.2.2 Office equipment 2 000,00

329 2.2.3 Website maintenance 1 200,00

330 2.3. Stationary and office supplies 500,00

331 2.3.1 Stationary 200,00

332 2.3.2 Other 300,00

333	2.4. Postal and telecommunications charges	1 200,00
334	2.4.1 Postal charges	200,00
335	2.4.2 Telephones, mobile phones	1 000,00
336	2.5. Printing, Publications, information	4 500,00
337	2.5.1 General info material	3 000,00
338	2.5.2 Ecosprinter	1 500,00
339	Category 3: Administrative expenditure	5 900,00
340	3.1. Administrative expenditure	1 100,00
341	3.1.1 Extraordinary costs	1 100,00
342	3.2. Accounting, audit costs, consultancy	3 800,00
343	3.2.1 External/internal Accountant	3 300,00
344	3.2.2 Legal expenses	500,00
345	3.3. Other Indirect costs	1 000,00
346	3.3.1 Bank charges	500,00
347	3.3.2 Insurances	500,00
348	Category 4: Meeting and representation costs	78 200,00
349	4.1. Costs of EC meetings of the FYEG	13 600,00
350	4.1.1 Communication EC	600,00
351	4.1.2 Executive Committee meetings	13 000,00
352	4.2. Costs of the meetings of the FYEG	51 000,00
353	4.2.1 General Assembly	15 000,00
354	4.2.2 MO training meeting	15 000,00

355	4.2.4 Strategic Planning Meeting	20 000,00
356	4.2.5 FCC meeting	1 000,00
357	4.3. Membership Fees and Regional Support	9 100,00
358	4.3.3 Membership Fees	1 600,00
359	4.3.4 Regional network meetings	7 500,00
360	4.4. Other meetings and representation	4 500,00
361	4.4.1 Visits to Member organisations/Study visits	2 000,00
362	4.4.2 EGP and GG Meetings	1 000,00
363	4.4.3 Political Work/Networking	1 500,00
364	Category 5: Direct Costs: projects and campaigns	148 900,00
365	5.1. Seminars and conferences	132 000,00
366	5.1.1 EYF Work Plan	99 000,00
367	5.1.2 Spring conference	30 000,00
368	5.1.3 COP Delegation	3 000,00
369	5.2. Study Sessions	400,00
370	5.2.1 Study Sessions	400,00
371	5.3. Campaigns	5 000,00
372	5.3.1 Campaigns	5 000,00
373	5.4 Other Projects	11 500,00
374	5.4.1 Ad Hoc Projects	7 500,00
375	5.4.2 Working group projects	4 000,00
376	Category 6: Allocations to the next year and reserves	5 000,00

377	6.1 Allocations and funds	5 000,00
378	6.1.1 Allocation to 2021	0,00
379	6.1.2 Allocation to the campaign fund	5 000,00
380	TOTAL BUDGET EXPENDITURE	369 100,00
381	REVENUES	
382	Category 1: Administrative Income	200 142,00
383	7.1 EGP contribution	107 000,00
384	7.1.1 EGP contribution – 3,5% eligible costs	92 000,00
385	7.1.2 Joint activities FYEG/EGP	15 000,00
386	7.2 Administrative Grants	63 142,00
387	7.2.1 CoE European Youth Foundation	13 142,00
388	7.2.2 Erasmus+ Admin	50 000,00
389	7.3 Own sources	30 000,00
390	7.3.1 Membership fees	17 000,00
391	7.3.2 GA & Spring Conference participation fees	3 000,00
392	7.3.4 Donations	5 000,00
393	7.3.5 Allocations from 2019	5 000,00
394	Category 2: Projects & Campaigns income	169 190,00
395	8.1 Cooperation and Green support	105 000,00
396	8.1.1 Cooperation with Greens/EFA Group	45 000,00
397	8.1.2 Fundraising from MEPs	15 000,00
398	8.1.3 EP Visits	45 000,00

399	8.1 Projects	64 190,00
400	8.2.1 EYF work plan	49 990,00
401	8.2.2 Green European Foundation (GEF)	7 200,00
402	8.2.3 Heinrich Boell Stiftung	1 000,00
403	8.2.4 Participants' contribution to projects	6 000,00
404	8.2.5 Other sources	0,00
405	TOTAL INCOME	369 332,00
406	PROFIT Or LOSS	232,00

Reason

The full document with layout can be found here

http://fyeg.org/sites/fyeg.org/files/ga/Financial_Plan_2019-2020.pdf