FP Financial Plan 2024-25

Proposer: Executive Committee
Agenda item: 4. Reports and Plans

## Motion text

The financial plan follows the proposed activity plan. The plan with income and expense has similar pattern to the previous year with minor changes. Important difference is that from now on, we will publish not only for the year in which the General Assembly votes for the plan but for the year afterwards. In this case, here is Financial Plan for 2024 and 2025. Besides, we have applied for new grant, which, if successful, would bring new activities, staff, and significantly boost the budget.

The budgets run from:

- January 1st, 2024 - December 31st, 2024
- January 1st, 2025 - December 31st, 2025

## Expenditure:

### Category 1: Personnel Costs

Backbone of our organisation is our staff who manage day-to-day operations. This budget line covers salaries, trainings, and meetings. The salaries are budgeted for three full-time (35 h/w) employees: Secretary General, Office & Finance Manager, and Project Coordinator. Compared to 2023, salaries have been significantly raised (20-30%) to ensure good working conditions and currently it is line with the wages in non-profit sector of Serbia. This increase was allowed by employing one less person as we decided not to continue the position or "Project Assistant." Nevertheless, this decision did not negatively affect the capacities or workload to the remaining staff. In the proposed budget, total personnel cost is less compared to the previous year. However, due to the increased amount of work and in-person activities, in case of confirmation of new grant from Swedish Institute (SI), CDN will have a chance to hire two more people for the tentative positions of: Projects Officer and Logistics & Events Officer. Since the project is not approved, it is not yet reflected in the budget but is separate budget line both for revenue & expense.

### Category 2: Infrastructure and Operating costs

This category covers office, infrastructure, and operational costs related to physical and digital maintenance, ensuring smooth operations, and supporting organisational functionality. It includes expenses such as office rent, utilities, office equipment, different software and website maintenance, all vital for sustaining smooth and effective daily operations. Total costs of this category are similar to that of 2023.

## Category 3: Administrative expenditure

As can be guessed from the name, this budgetary category covers costs related to administrative functioning that includes legal fees, extraordinary admin costs, audit, and bank charges. Compared to previous year, it is reduced due to less legal fees related to work & residence permit for staff as well as Statutes update related notary costs.

## Category 4: Statutory Meetings

General Assembly and Executive Committee Meetings that ensure governance of the Network are covered by this budgetary category. Due to this increased number of participants and overall expensiveness of Vilnius, General Assembly will cost more than previous year as well despite it being 2 days less. While committee costs are reduced to accommodate other expenses and is based on the figures of the previous year. In case of approval of Swedish Institute grant and allocations in the budget, it will be possible to increase this cost. Besides these to activities, this category covers participation of CDN representatives to the events of partner organisations and study visits to (potential) member organisations.

## Category 5: Capacity Building and Regional Activities

This category represents the largest share in the annual costs of the network amounting to more than half of the entire budget. The category includes all activities and projects: Work Plans, (Cross)Regional Meetings, Study Sessions, etc. As per new Strategy, we have new project (to be confirmed) which will be a 16-months training programme which in total will be amounting to 1.5 million SEK (approx. 129 000 EUR) out of which 58,000 EUR will be allocated for 2024 while remaining 71,000 for 2025. Besides, other items are similar to the previous year with some differences. For instance, total cost for EYF Work Plan (WP) is reduced here while in revenue is higher this is due to the fact that starting from this year, EYF allows staff and administrative costs to be accounted on the Work Plan therefore parts of the costs we distributed across Category 1-3. When it comes to the Regional Meeting, as mentioned in the activity plan, it will be incorporated into Summer Camp, however it will remain a separate budget line but will account as co-funding of the WP. Study Session is remaining in the category despite costs being account as 0 as the activity is not directly financed by us but European Youth Centre however, we have costs (Prep Team Meeting, ad hoc expenses) that are later reimbursed by the Council of Europe thus in the end the expense is 0. Similar is with the Green European Foundation's (GEF) collaboration project "Green Perspectives of European Security" through which we will organise Conference that will be mostly paid directly by GEF but since we could have expenses, it should be in the budget.

# Revenue:

## Category 1: Administrative Income

This category covers core funding of CDN and compared to the previous year, there are no significant changes in the administrative income. With Green Forum we have 3 year long project with same income per year however due to currency fluctuations (SEK to EUR) it is different, this year we budgeted for the average of 2023 which amounts to 38,500 while in SEK sum remains the same - 442,000. European Youth Foundation awarded us Structural grant for 2024 and 2025 which in total amounts to 52,607.16 EUR thus per year 26,303.58. Our sister-organisation Young European Greens will continue financially supporting our work. In addition, to ensure balance in the budget and well organised General Assembly, we added participation fee for 2$^{nd}$ delegates and guests in total amounting to 1,600 EUR. While donations are currently set at 0, there is a possibility of increasing them.

## Category 2: Projects

Most of the activities that we organise are covered through this income and includes annual and/or short-term projects. It is largely similar to 2023 with few changes, increases and decreases. EYF has increased our funding from 50,000 to 60,000 and simultaneously allowed to account administrative & staff costs that has allowed to better distribute the income and have more flexible co-funding for the Summer Camp for which we have engaged with Heinrich Boell Foundation (Pending) as well as put participation fee. As explained above, Green European Foundation will not be directly financing CDN but instead pay for the activities that we collaborate such as Conference. We will continue partnership with International Foundation GroenLinks which this year, with reduced budget due to electoral changes in the Netherlands, will finance General Assembly with Panel Discussion. We have applied for a new grant to Swedish Institute “Creative Partnerships Programme” in collaboration with Green Forum which will fund 16-months training programme focusing on key pillars of sustainable and effective organisation. The results will be published by the end of the May therefore we only included this as a separate line both for Expense and Income. In case of approval, there will not be separate budget line for SI but will be added to Green Forum while Expenses will have its line in Category 5 while parts will be allocated to Categories 1-3 to cover staff and other administrative costs.

Annex.1: Financial Plan 2024-25