



Director's Decree **V2016-05**

September 12, 2016

## Financing at the End of 2016

In conjunction with the deadlines for settling state subsidies and with an emphasis on fiscal discipline, **it is absolutely necessary that all group leaders and researchers** ensure the observation of the below-mentioned deadlines and directions connected with the end of the fiscal year 2016.

Subject	Description		Deadline	Note
1. <b>Invoices for implemented deliveries (operational costs and investment expenditures)</b>	From subsidies, other public sources and donations (Czech Science Foundation, Technology Agency of the CR, ministries, further from the EU budget and a donation from the Gilead foundation):	- 90% of the material costs and services;	<b>October 31, 2016</b>	The last requests for purchases must be routed such that invoices and other documentation for implemented deliveries (prepayment invoices are not considered as implemented deliveries) and other performance including calculated orders at Development Workshops are delivered to the economic section according to prescribed deadlines.  <b>As of December 1, 2015 (Thursday), orders will be processed as orders for 2016!</b>
		- the remainder (10 %) of the material costs, services and investments.	<b><u>November 30, 2016</u></b>	
	From non-budgetary sources (means assigned for the operation of groups, orders of the main activity and economic activity).		<b>December 1, 2016</b>	
2. <b>Transfers between projects</b>	Researchers must pay increased attention to the correct routing of <b>recognized</b> expenses in the projects. <b>The initial routing is final</b> and cannot be changed.			Invoices lacking an order from the information system are returned to the contractors, receipts for cash payments not discussed in advance with supply are not redeemed.
3. <b>Updating the statements of the utilization of financial means</b>	<b>Completed data processing for November.</b>		<b>December 9, 2016</b>	Since November 30, statements of grant utilization with updated data from accounting, storages and orders will be published continuously.
	The final update must already include all of the information for the settlement of grants.		<b>January 6, 2017</b>	

<b>4. Special-Purpose Means Fund (SPMF)</b>	The Director will decide on exceptional cases and noteworthy cases of depositing means which have not been possible to use purposefully based on the written and signed justification delivered via the grant office to the secretariat of the Director.	<b>November 11, 2016</b>	The <b>amount transferred</b> must be used in the following period <b>for the same purpose for which it was provided!</b>
<b>5. Returning unused subsidies</b>	Unused subsidies will be returned by the economic section to the state budget by the dates set by the providers and the law. Overdrafts are tolerated up to CZK 499.99.		
<b>6. Personal costs (from all sources of financing)</b>	Proposals of bonuses and other personal expenses from non-institutional sources which are to be reckoned jointly with the salary in the same month shall be accepted by the wage department.	<b>December 9, 2016</b>	By the same date, it is necessary to <b>notify</b> the wage department <b>of all absences planned until the end of the year</b> (annual leave, unpaid leave, business trips).
<b>7. Annual leave for relaxation</b>	The personnel department will deliver to the group leaders lists of employees who have the legal obligation to take the rest of their annual leave by the end of the year.	<b>October 31, 2016</b>	
<b>8. Business trips</b>	Proposals for business trips to be taken after October 31, 2016 must be approved by the IOCB Director.	<b>October 31, 2016</b>	
<b>9. Orders of the main activity, economic activity and internal orders</b>	All orders must be completed such that the accounting is implemented within the deadlines prescribed for utilizing the sources of financing.		All orders must be completed such that the accounting is implemented within the deadlines prescribed for utilizing the sources of financing.
<b>10. Release of common operational materials from storage</b>	The release will be provided on an ongoing basis.	<b>December 18, 2016</b>	On the last working days only as service in the chemical warehouse.
<b>11. The end of the business and fiscal year 2016</b>	The business and fiscal year ends on	<b>December 31, 2016</b>	

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