

Director's Decree V2018-07

October 15, 2018

Financing at the End of 2018

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 2018.

Subject	Description		Deadline	Note
1. Invoices for implemented deliveries (operational costs and investment expenditures)	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	October 31, 2018	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. As of December 1, 2018, orders will be processed as orders for 2019.
		The remainder (10 %) of the material costs, services and investments	<u>November 30, 2018</u>	
	From non-budgetary sources (means assigned for the operation of groups, orders of the main activity and economic activity)		November 30, 2018	
2. Transfers between projects	Researchers must pay increased attention to the correct routing of recognized expenses in the projects. The initial routing is final 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 Purchase Department are not redeemed.
3. Updating the statements of the utilization of financial means	Completed data processing for November		December 8, 2018	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.		January 8, 2019	

4. Special-Purpose Means Fund (SPMF)	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.	November 9, 2018	The amount transferred must be used in the following period for the same purpose for which it was provided.
5. Returning unused subsidies	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.		
6. Personal costs (from all sources of financing)	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.	December 8, 2018	By the same date, it is necessary to notify the wage department of all absences planned until the end of the year (annual leave, unpaid leave, business trips).
7. Business trips	Proposals for business trips to be taken after October 31, 2018 must be approved by the IOCB Director.	October 31, 2018	
8. Orders of the main activity, economic activity and internal orders	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.
9. Release of common operational materials from storage	The release will be provided on an ongoing basis.		On the last working days only as service in the chemical warehouse
10. The end of the business and fiscal year 2018	The business and fiscal year ends on	December 31, 2018	

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Institute Director