

Director's Decree V2022-08

September 1, 2022

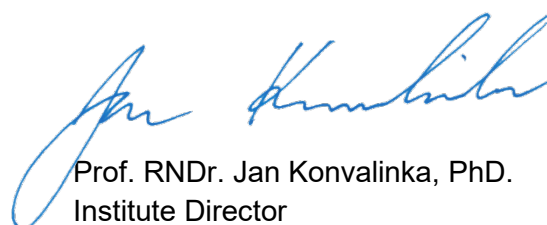
Financing at the End of 2022

Dear colleagues,

We have to adhere to the deadlines for settling state subsidies. 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 2022. Thank you for your cooperation.

Subject	Description		Deadline	Note
1. Invoices for implemented deliveries (operational costs and investment expenditures)	From subsidies, other public sources, and donations (Czech Academy of Sciences, Czech Science Foundation, Technology Agency of the CR, ministries – including EXCELES project, etc.)	90 % of the material costs and services	October 31, 2022	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 Center are delivered to the economic section according to prescribed deadlines. As of December 1, 2022, orders will be processed as orders for 2023.
		The remainder (10 %) of the material costs, services, and investments	<u>November 30, 2022</u>	
	From non-budgetary sources (means assigned for the operation of groups, orders of the main activity and economic activity)		December 5, 2022	
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.		X	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 12, 2022	Since October 3, statements of grant utilization with updated data from accounting, storages and orders will be published continuously.
	The final update must already include all the information for the settlement of grants.		January 9, 2023	

4. 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.	X	According to the provider's rules
5. Personnel 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 12, 2022	By the same date, it is necessary to enter taken sick days (sick days cannot be taken after December 12 of each year) and all other absences planned until the end of the year (annual leave, unpaid leave, business trips) into OKbase system due to the possibility of adjusting personnel costs in grants without the need to postpone the payment deadline.
6. Business trips	Proposals for business trips to be taken after October 31, 2022, must be approved by the IOCB Director.	October 31, 2022	
7. 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.	X	All orders must be completed such that the accounting is implemented within the deadlines prescribed for utilizing the sources of financing.
8. Release of common operational materials from storage	The release will be provided on an ongoing basis.	X	On the last working days (i.e., December 27, 28, 29 and 30) only as service in the chemical warehouse
9. The end of the business and fiscal year 2022	The business and fiscal year ends on	December 31, 2022	



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Institute Director