



Director's Decree V2023-07

21 September 2023

Financing at the End of 2023

Dear colleagues,

The end of the year is approaching. As we are bound by the deadlines for the settlement of grants and the closing of the financial year for all financial resources of the Institute by **31 December 2023**, we ask for your understanding and cooperation in the settlement of grants and other projects. We trust that together we will be able to meet all the deadlines with minimum stress and problems, both on the part of the researchers and administrative colleagues, so that the Institute as a whole meets the prescribed deadlines and everything is submitted on time.

Subject	Description	Deadline	Note
1. EXHAUST GRANT FUNDING	Draw 90% of the funds from project sources. The goods or services must be delivered by this date and the invoice paid.	31. 10. 2023	RISK FOR GRANTS: For goods and services that are delivered in December, suppliers often do not send an invoice until the end of December or January. There is a separation between the year of delivery of the goods/services and the year of reimbursement, so that these goods/services are not an eligible grant expense and cannot be reimbursed by the grant in either year and will have to be reimbursed from VEJ of the group. The eligible cost of most grants is only the goods/services that have been delivered, invoiced and paid for in the year.
2. PLACE ORDERS	Procure the remaining 10% of the grant funds from project sources. (Guaranteed delivery should not exceed 14 days from the date of order.)	15. 11. 2023	
	ACTIVA – please enter your last order by:	29. 11. 2023	
	From VEJ	No limitation	
	Accidents and other essential items		
	Orders with delivery date in 2024		
3. REPORT Bonuses, other personnel costs (contract for work), leave, personal leave	Valid for all sources.	13. 12. 2023	RISK FOR GRANTS: It is only after the payroll is closed that the final grant balance can be calculated. The closing is done for the whole Institute at once (it cannot be divided by groups, only after the last group has submitted the data can the payroll calculation be started). This delays the payment of salaries and the ability to finalize the sub and final reports in the grants.
4. Business trips	Reduce the number of foreign and domestic trips in November and December to the minimum necessary. Please always consult in advance with colleagues who provide administrative support for grants (Lenka Křížková, Blanka Hajná, Zuzana Těšínská) and with	x	With more trips, it takes longer to settle them. The billing is part of the wages. Again, this delays the time of payroll closure and the ability to finalise the interim and final reports in the grants.

	colleagues from the department of business trips (Simona Juzlová, Jarmila Sedmihradská and Dana Šišková).		
5. Orders of the main activity, economic activity and internal orders	All contracts in the Development Centre and other contracts must be completed so that clearance takes place within the deadlines set for completion of the funding sources.	X	New contracts for which this condition would not be met may only be accepted as cases for the following budget period.
6. Release of common operational materials from warehouse	Dispensing will be on a continuous basis.	X	The last working days of the current year (i.e. 27, 28 and 29 December) only as a service in the chemical warehouse.

Thank you for your understanding and cooperation.



Prof. RNDr. Jan Konvalinka, PhD.
Institute Director