

## Director's Decree V2024-12

26 September 2024

### Finances at the end of 2024

Dear colleagues,

The end of the year is fast approaching. Because we are bound by deadlines for the settlement of grants and the closing of the accounting year for all the institute's funding sources by 31 December 2024, we ask for your understanding and cooperation in the settlement of grants and other projects. We trust that together we can manage all deadlines with a minimum of stress and complications, to both our researchers and our colleagues in administration, so that the institute as a whole meets the prescribed deadlines and everything is submitted on time.

Subject	Description	Deadline	Note
1. Orders from various sources of funding	<b>Orders from all grants must be placed no later than 31 October 2024.</b> Grant orders placed after 31 October 2024 will be automatically carried over to 2025.  Please note that for deliveries with <b>an invoice submitted to the IOCB accounting department after 10 December 2024, payment in 2024 cannot be guaranteed</b> , i.e. it cannot be applied to grants.	<b>31. 10. 2024</b>	<b>RISK FOR GRANTS:</b>  For goods and services that are delivered in December, suppliers often send an invoice at the end of December or in January. The year of delivery of the goods /services and the year of payment are thus different, and these goods/services do not qualify as eligible costs of the grant and cannot be paid from the grant in either year. Payment must be made from the VEJ group. Only the goods/services that have been delivered, invoiced, and paid for in a given year qualify as eligible grant costs.
	<b>ACTIVA</b> – place final order no later than 29 November 2024	<b>29. 11. 2024</b>	
	<b>VEJ</b> – Orders after 31 October 2024 <b>only</b> in the event of an accident or essential items that could pose a risk to research activities if not supplied.	<b>unrestricted</b>	
	Orders from all sources with delivery in 2025.	<b>unrestricted</b>	
2. Report bonuses, other personal expenses (DPP+DPČ), leave, personal leave	Applies to all sources.	<b>13. 12. 2024</b>	<b>RISK FOR GRANTS:</b>  Only after salaries have been closed can the final balance of grants be calculated. The closing is carried out for the entire institute at once (it cannot be divided into groups; only after the data has been transferred to the last group can the calculation of wages be started). This delays the payment of wages and the possibility of finalizing partial and final reports in grants.

<b>3. Business travel</b>	Reduce the number of foreign and domestic trips in the months of November and December to the absolute minimum. Please always consult trips planned for November and December ahead of time with our colleagues responsible for providing grants with administrative support (Lenka Křížková, Blanka Hajná, Zuzana Těšínská), and our colleagues from the business travel department (Simona Juzlová, Jarmila Sedmihradská, Dana Šišková).	<b>x</b>	More trips mean more time to do the billing, which is part of payroll. Again, the moment of closing wages and the possibility of finalizing partial and final grant reports is postponed.
<b>4. Contracts of main activities and other activities</b>	Documents pertaining to activations in 2024 must be submitted by the development center to the accounting department no later than 13 December 2024.	<b>13. 12. 2024</b>	New contracts for which this condition is not met can only be accepted as cases for the following budget period.
<b>5. Issuance of standard operating substances from the warehouse</b>	Issued continually.	<b>unrestricted (see note)</b>	The last working days of 2024, i.e. December 27 and December 30, till 12 pm only for workers in the chemical warehouse.

Thank you for your understanding and cooperation.



Prof. RNDr. Jan Konvalinka, PhD.  
Institute Director