
Director's Decree V2024-17

10 December 2024

Inventory of tangible and intangible assets in use as of December 31, 2024

In accordance with the provisions of sections 29 and 30 of Act No. 563/91 Coll., as amended, and Internal Directive No. 2/2007, I hereby declare an inventory of tangible and intangible assets in use and precious metals in use. The aim of the inventory, which will start on 2 January 2025, is to verify the physical state of property in use as of 31 December 2024 for the value registered in accounting books.

The appointment of the inventory subcommittees was carried out electronically. Each subcommittee comprises a team leader, two nominated members (for reasons of substitutability), and a user. The appointments are binding for the duration of the ongoing inventory. If the team leader appoints another employee on their behalf, they must announce this change by email sent to the Vice-Director for Economics at jiri.cairola@uochb.cas.cz prior to the start of the inventory.

Subcommittee members are responsible for an informal approach to inventory. This means that they not only verify the physical existence of the assets and the need for possible renewal of inventory numbers, but they must also determine whether the assets possess the basic aspects of occupational safety and fire protection. The factual accuracy of the data on the real state of all assets recorded in user reports must be confirmed by subcommittee members electronically in the Albína application. Only those organizational units that have not nominated subcommittee members necessary for electronic approval will confirm the accuracy of the data by signing the paper inventory lists. The printed inventory lists will be submitted to them by Simona Šrůtková or Lenka Vozková.

All identified discrepancies, i.e. shortages, surpluses, and damage, must be resolved and accounted for in the period to which the inventory relates. In case of any discrepancies, please send an email no later than 20 February 2025 to Simona Šrůtková (simona.srutkova@uochb.cas.cz), who will then provide information on what steps to take next.

Proposals for liquidation and transfers of assets between users can be made electronically, or in exceptional cases physically, forms for which are available on IntraWeb in the Documents/Forms section, subsection Assets. I ask those organizational units that will carry out inventories by means of lists in paper form to not degrade the originals by adding notes to them. These documents are intended for archiving and proving inventory according to the law.

If you have any questions, please contact the main inventory committee appointed for the purposes of the asset inventory for 2024:

- Chairman: Petr Šimek
- Members: Božena Petschová, Simona Šrůtková, Lenka Vozková



Prof. RNDr. Jan Konvalinka, PhD.
Institute Director