

avuba annual report 2016

for the attention of the Rectorate's Office of the University of Basel

Date: May 4, 2017
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1. Overview from the SAP system

The table below is taken from the SAP system. Details of the items in the overview are provided in section 3.

Cost types (planned/actual) As at: 03/15/2017 in Swiss francs (CHF)

Cost center/group	DL5365	Avuba	Responsible: Atwood / Hohl		
Reporting period:	1 to 16	2016	Report: KS62		
Cost elements	Actual	Percentage	Planned	Variance (recon.)	
Personnel costs	86,562	73%	88,812	-2,250	
30130 Creation of printed materials	1,527		2,000	-473	
30199 Third-party services	7,444		12,000	-4,556	
45010 IT supplies/hardware	400		0	400	
47010 Office supplies	115		500	-385	
48010 Non-travel and travel expenses	434		200	234	
48020 Advertising and representation	11,812		13,000	-1,188	
48050 Personnel events	260		0	260	
49030 Contributions to private individuals	3,977		10,000	-6,023	
49040 Contributions to institutions	1,100		0	1,100	
49080 Allocations from university funds	5,500		1,000	4,500	
Operating costs	32,570	27%	38,700	-6,130	
Total costs	119,132	100%	127,512	-8,380	
60000 Planned revenue UT	0		90,000	-90,000	
60016 AVUBA contribution 0%	72,755		0	72,755	
Internal income	72,755	61%	90,000	-17,245	
Costs ./ internal income = deficit guarantee	46,377	39%	37,512	8,865	
Total revenue	119,132	100%	127,512	-8,380	

2. Comment on the year 2016

Milestones in 2016:

- Monitoring the review and implementation of the new terms of employment, including meetings with executive director Christoph Tschumi
- Writing two statements: “avuba statement on the inclusion of Group III representatives on search committees” and “avuba statement on the SNSF multi-year program 2017–2020”
- avuba events in 2016: Eight lunchtime meetings, a city tour followed by a barbeque evening, film evening, and “Assistants 3.0” panel discussion
- Funding 15 academic and non-academic projects
- Involvement in the “Protection against sexual harassment” and “Welcome Day” project groups

The Ordinary General Meeting took place on November 28, 2016. During the meeting, the co-presidents were elected for the 2017 financial year: Lukas Hohl, a doctoral student in the Faculty of Business and Economics (International Commerce and European Integration), and Aidas Sanogo, a doctoral student in the Faculty of Humanities (Social Anthropology).

3. Details of the individual items

Personnel costs

Personnel expenses of CHF 86,562 make up 73% of total expenditure. David Atwood and Lukas Hohl were both remunerated for a 20% workload based on SNSF salaries. Patricia Eiche worked for avuba in 2016 with a 40% workload. Personnel costs also included around CHF 1,900 paid to various people who participated in project meetings for the reform of terms of employment for the assistants in their respective faculties. Barbara Heer was also paid for her work as the organizer and presenter of the “Assistants 3.0” event.

Operating costs

Creation of printed materials

This item includes printed products for the “Assistants 3.0” event: CHF 992 to print the flyer and CHF 535 to print the poster.

Third-party services

At CHF 7,444, third-party services make up around 23% of total operating expenses. Of this, CHF 5,136 was spent on the translation of documents into English. CHF 1,250 was spent on simultaneous interpreting at the “Assistants 3.0” event and CHF 1,058 was spent on designing the flyer and poster for this event.

IT supplies

avuba contributed CHF 400 toward toner costs for the shared avuba/skuba office.

Office supplies

CHF 115 was spent on office supplies in 2016.

Non-travel and travel expenses

CHF 434 is made up of travel and accommodation costs for the panelists at the “Assistants 3.0” event.

Advertising and representation

In 2016, expenses for “advertising and representation” amounted to CHF 11,812. This includes CHF 2,646 for catering at the eight lunchtime meetings organized. Costs of CHF 3,220 were incurred for the city tour and subsequent avuba barbeque evening in June 2016. Costs of CHF 2,436 were spent on the reception and cinema rental for the avuba film evening in November 2016. Catering for various meetings, including the General Meeting, came to CHF 1,474. The expenses of CHF 2,036 for the reception November 15, 2016 was also posted under “advertising and representation”.

Personnel events

To mark the handover from the old to the new co-presidents a dinner took place together with the head of administration on January 20, 2016 which cost CHF 260.

Contributions to private individuals

Contributions to seven academic and non-academic projects of CHF 3,977 were posted under “contributions to private individuals”. These include five faculty-specific projects totalling CHF 2,018 and two cross-faculty projects totalling CHF 1,959.

Contributions to institutions

Contributions to institutions include avuba’s 2016 membership fee for actionuni (CHF 600) and a contribution of CHF 500 to an excursion for assistants at the Swiss Tropical and Public Health Institute.

Allocations from university funds

Contributions were paid via this account to academic and non-academic projects approved by the avuba executive board that were credited to an internal university account. Five faculty-specific projects each received CHF 500 and CHF 1,000 was paid to a cross-faculty project. avuba’s financial contribution to the skuba clinic (free legal advice) – as a one-year pilot project – was posted at CHF 2,000.

Internal income

According to the list provided to avuba by Student Services, around 2,400 enrolled doctoral students were avuba members in 2016. At the same time, the HR department notified avuba of around 600 postdoctoral avuba members. This equates to 3,000 avuba members for 2016, the same number as in 2015. avuba members pay a fee of CHF 15 per semester. This amounts to an internal income of CHF 90,000 for the reporting year 2016.

For the financial year 2016, avuba received CHF 100,460 in internal income. However, part of this is income for the fall semester 2016/2017, part of which belongs to 2017. In January 2017, two transitory postings were performed in error instead of the one usual posting: On January 12, 2017, CHF 10,500 of the income as of December 31, 2016 was transferred to 2017 and another CHF 17,205 was transferred on January 20, 2017. According to information provided by Fredy Hamann (head of the university accounting department) on February 14, 2017, the first posting was not necessary. Therefore, the transitory postings exceeded the required amount by CHF 10,500. For this reason, internal avuba income was calculated as just CHF 72,755 in 2016. The deferred income totalling CHF 27,705 was credited to avuba income 2017.

Deficit guarantee

According to the 2016 annual report, avuba accrued expenses of CHF 119,132 in comparison to internal income of CHF 72,755. This produces a deficit of CHF 46,377, which is covered by the deficit guarantee. Therefore, avuba's annual result for 2016 is CHF 0. The deficit for 2016 would have been CHF 10,500 lower were it not for the incorrect transitory posting to 2017 of this amount.

4. Accounts auditors' comments

On May 4, 2017, Mohammed Aït Lahcen and Kerstin Hansen from the Faculty of Business and Economics audited the avuba annual report 2016 and had no further comments.

5. Outlook

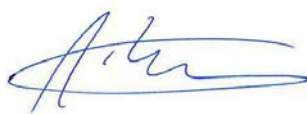
The new co-presidents, Aïdas Sanogo and Lukas Hohl, began their work on January 1, 2017. Their agenda will include some familiar activities: Continuing existing commitments, avuba lunchtime meetings, the avuba barbeque and film evening, funding academic and non-academic projects, regular meetings with the rector's office and other university administrative departments, as well as meeting with our Group's representatives on university bodies and committees. In 2017, Happy Hours for assistants will be held in the skuBAR for the first time. In addition, a reasoned statement (proposed solutions included) regarding ways to improve terms of employment and help assistants make career decisions is also to be discussed with various key people.

On November 28, 2016, the avuba General Meeting approved the avuba budget for 2017. With the same number of members, i.e. internal income of around CHF 90,000, the budget for 2017 forecasts a deficit of CHF 37,700. The deficit for 2017 will be lower than this due to the excess amount of around CHF 10,000 that was posted to 2017.

Basel, May 4, 2017



David Atwood



Lukas Hohl