

17 November 13.00 – 14.30
Mødelokale 1671-234
Steering Committee Meeting

Søren Bom Nielsen, Lene Kjeldsteen, Mads Faurschou Knudsen, Jan Piotrowski, Charles Lesher, Esben Auken, Thomas Lund, and Karen Engell Dalsgaard (minutes).

Minutes

The aim of the meeting was to prepare for next years budgeting. In the beginning for the entire department, but soon the discussion focused on how to set up budgets for the labs. In order to make as precise calculations as possible it was considered a very good idea to increase the financial transparency in the projects in order to make the numbers more comparable.

Thomas Lund, the institute's financial controller, was invited to the meeting. Thomas started out by outlining the structure of how the department's accounting is arranged into various 'part accounts', DR1 which is the department as such with internal funding and DR4+5 that cover projects with external funding.

DR1 accounts must be closed at each year end. DR4+5 accounts can exceed year ends.

The DRs consist of project numbers - one for each project - and below these are the activity numbers like for instance salaries, travel etc. Expenses must thus belong to a project number and an appropriate activity number.

We can decide how many - and which - activity numbers we need for each project. The lab budgets should belong partly in DR1 and DR4+5. The benefit of having them in DR4+5 is that all funding does not have to be spent by each year end and thus accumulations for larger investments can be made.

In order to maintain an overview of the budgets between DR1 and DR4 it was agreed to streamline the activity numbers making them as alike for all projects related to the funding of the laboratories as possible. This would increase transparency and make it possible to pull numbers from the accounting system into excel sheets for comparison and for creating an overview of income and expenses.

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It was decided that Charles would come up with a suggestion for about five standard activity numbers. Esben offered to help with this and to show how collaboration agreements are made in DR4+5. The deadline was set for 2 December.

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It was further decided to consider, whether a few large projects at the department residing in DR1 actually belonged there or if they should be moved from DR1 to DR4+5 – again in order to make it possible to save funding from year to year for larger investments. Søren will take action on this.

Next meeting will be on 2 December 2015 from 10 – 11.30.