

# Audit Report



*The Phd chapter at KTH/ Doktorandsektionen vid Tekniska Högskolans Studentkår*

Fastallas av doktorandsektionens revisorer 2020.

Provided by the chapter auditors before the chapter meeting as ground of granting the outgoing chapter board freedom of responsibility.

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## Document versions

Version	By/comments	Date
Initial draft	Erik Merkus and Felix Wilke, initial version	2020-12-04
Dr2020-CF-02	Erik Merkus and Felix Wilke, final version	2020-12-07

## Background

This is an audit report for the THS PhD chapter 2019/2020. It is based on:

- The Chapter's accounting records for 2019/2020
- The Chapter's annual report for 2019/2020

The purpose of this document is to point out matters of potential concern for the members of the Chapter. It also suggests whether to grant the 2019/2020 board discharge from liability (that is, to free the board from financial responsibility).

## Account on Financial Operations

We reiterate the remark from the Audit Report from last year, suggesting that the Chapter employs a standardized protocol for accounting/bookkeeping. The current accounting system seems to work with a small number of invoices. We suggest that the new board makes sure that in non-pandemic years (more invoices, more complicated projects), the bookkeeping system remains accessible for every party involved. A simple record keeping spreadsheet file with numbered receipts would be sufficient for the auditors (and the board) to verify expenses made.

The positive financial result for the board year 2019/2020 was 34,955kr. Income from membership fees was 48,345kr, total expenses were 13,390kr. Such a large positive result is not necessarily beneficial to the members of the organization, but we understand that given the COVID-19 pandemic, social and educational events for the members may be hard to organize. We suggest that the current board makes a plan for using these resources to the benefit of the members and presents this at the earliest convenient Chapter meeting.

## Account on Educational Advocacy and Representation

Many of the ideas that the members of the board 2019/2020 had, were unfortunately postponed due to the COVID-19 pandemic. The "Doctoral Student Survey" was aimed to reflect the situation that many members found themselves in as a result of the COVID-19 pandemic, which is in the interest of members too. The expenses incurred for this survey (e.g. costs of 1500kr for gift cards) seem therefore to be reasonable. This year's Chapter board continued the work of previous boards in presenting the members within THS, KTH, and in collaboration with the other Stockholm doctoral student networks.

## Account on Internal Affairs

Most of the expenditures during the 2019/2020 board year were on food related items. This included food and fika during the introductory event for new board members, food during Chapter meetings, School council lunches, and food during a social ice-skating event. All these expenses are less than what should be expected in a regular year, but this total expenditure likely reflects the limitations to organize social events due to the COVID-19 pandemic.

## Account on External Affairs

The Board has worked hard to create value for their members by reaching out to other universities in the Stockholm area. Due to the COVID-19 pandemic, plans to collaborate on organizing an event in Spring 2020 were canceled. Therefore, no expenses were incurred for external affairs.

## Suggestions

The auditors recommend the chapter meeting

To<sub>1</sub> grant the PhD chapter board the (financial) freedom from responsibility.

Chapter Auditors

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Auditor  
Stockholm, 06 December 2020

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Stockholm, 06 December 2020