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# Dean's Directive No. 12/2021

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Title:	<b>Submission of documents for the final accounting of accounting transactions and inventory at the Faculty of Humanities of Charles University for the year 2021</b>
To implement:	-
Date of effect:	<b>8 October 2021</b>

## **Submission of documents for the final accounting of accounting transactions and inventory at the Faculty of Humanities of Charles University for the year 2021**

### **Article 1: Introductory provisions**

In view of the approaching year-end and the obligation to account for all accounting transactions relating to 2021, I am issuing this binding schedule of deadlines for the submission of documents for processing.

### **Article 2: Schedule of dates**

#### **1. Invoices received:**

- a. Invoices from suppliers, including payments to foreign countries, to be forwarded to the Economic Department (hereinafter referred to as "ED") for execution of a payment order to a monetary institution by **13 December 2021**;
- b. of "proforma" invoices or advance invoices that have not yet been paid, ensure that tax invoices are sent to suppliers by **13 December 2021**.

#### **2. Invoices issued:**

- a. external invoices - to be submitted to the ED by **13 December 2021**;
- b. internal invoices - to be submitted to the ED by **13 December 2021**.

#### **3. Treasury - petty cash expenditure until 13 December 2021.**

#### **4. Scholarships - submit documents for payment of scholarships to the relevant departments by 10 December 2021.**

#### **5. Supporting documents for payroll accounting, i.e. supporting documents for liquidation:**

- a. holiday pay until **17 December 2021**;
- b. sickness insurance benefits within **3 days** of the date of incapacity for work;
- c. reimbursements for the treatment of a family member within **3 days** of entitlement;
- d. the basis for the payment of remuneration and the basic dates for any new recruits until **17 December 2021**.

#### **6. Submit the accounts of the work activity agreements and work performance agreements to the Human Resources Department by 13 December 2021.**

#### **7. Permanent operating advances and extraordinary advances - to be cleared by 10 December 2021. No advances will be paid in December.**

#### **8. Travel orders, including foreign travel, to be cleared at the Travel Office (Room 0.24) by 30 November 2021.**

#### **9. Project budgets - accounting documents relating to projects to be submitted to the ED at the latest:**

- a. GA UK and SVV – 26 November 2021;
- b. GA ČR – 3 December 2021;
- c. TA ČR – 3 December 2021;
- d. AZV – 3 December 2021;
- e. CŽV, U3V – 3 December 2021;

- f. EMM – 3 December 2021;
- g. RUV – 3 December 2021;
- h. IP – 3 December 2021;
- i. UNCE – 3 December 2021;
- j. SSP – 3 December 2021;
- k. NAKI – 3 December 2021;
- l. Progres – 3 December 2021;
- m. Primus – 3 December 2021;
- n. others – 3 December 2021.

**10. Inventory for 2021 - Annex 1**

**11. They are responsible for completing the tasks and meeting the deadlines of this directive:**

- a. Secretary of the Faculty,
- b. Vice-Dean for Science and Research,
- c. Vice-Dean for Development,
- d. vice-deans of studies,
- e. heads of departments.

**Article 3: Final provisions**

- 1. An integral part of this directive is:
  - a. Annex 1: Inventory instructions for 2021;
  - b. Form 1: Appointment of the central inventory committee at FH CU for 2021;
  - c. Form 2: Appointment of a partial inventory committee for the inventory of tangible fixed assets, intangible fixed assets, small fixed assets and similar assets in special records at FH CU for the year 2021;
  - d. Form 3: Appointment of a sub-inventory committee for the inventory of receivables (trade payables, bank loans, cash, etc.) at FH CU for the year 2021;
  - e. Form 4: Transfer of property.
- 2. This directive shall enter into force on the date of signature.
- 3. This directive shall enter into force on 8 October 2021.

Prague, 7 October 2021

**Ing. arch. Mgr. Marie Pětová, Ph.D.**  
*Dean*