
Dean's Directive No. 12/2023

Title:	Submission of documents for the final accounting of accounting transactions and inventory at the Faculty of Humanities of Charles University for the year 2023
To implement:	Financial Management Rules, Property Management Rules
Date of effect:	16 October 2023
Annexes:	<u>Annex 1</u> : Inventory guidelines for 2023 (<i>only in Czech</i>)
	<u>Form 1</u> : Appointment of the Central Inventory Committee at FH CU for the year 2023 (<i>only in Czech</i>)
	<u>Form 2</u> : 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 2023 (<i>only in Czech</i>)
	<u>Form 3</u> : Appointment of a Sub-inventory Committee for the inventory of receivables (trade payables, bank loans, cash, etc.) at FH CU for the year 2023 (<i>only in Czech</i>)
	<u>Form 4</u> : Property transfer (<i>only in Czech</i>)

Submission of documents for the final accounting of accounting transactions and inventory at the Faculty of Humanities of Charles University for the year 2023

Article 1: Introductory provisions

In view of the approaching year-end and the obligation to account for all accounting transactions relating to 2023, 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 for execution of a payment order to a monetary institution by **11 December 2023**;
- b. of "proforma" invoices or advance invoices that have not yet been paid, ensure that tax invoices are sent to suppliers by **11 December 2023**.

2. Invoices issued:

- a. external invoices - to be submitted to the Economic Department by **11 December 2023**;
- b. internal invoices - to be submitted to the Economic Department by **11 December 2023**.

3. Treasury - petty cash expenditure until **11 December 2023**.

4. Scholarships - submit documents for payment of scholarships to the relevant departments by **11 December 2023**.

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

- a. holiday pay until **18 December 2023**;
- b. the basis for the payment of remuneration and the basic dates for any new recruits until **18 December 2023**.

6. Submit the accounts of the work activity agreements and work performance agreements to the Human Resources Department by **15 December 2023**.

7. **Permanent operating advances and extraordinary advances** - to be cleared by **8 December 2023**. **No advances will be paid in December.**
8. **Travel orders, including foreign travel**, must be cleared at the Travel Office (room 0.24) by **30 November 2023**.
9. **Project budgets** - accounting documents relating to projects to be submitted to the Economic Department at the latest:
 - a. GA UK and SVV – 24 November 2023;
 - b. GA ČR – 1 December 2023;
 - c. TA ČR – 1 December 2023;
 - d. AZV – 1 December 2023;
 - e. CŽV, U3V – 1 December 2023;
 - f. EMM – 1 December 2023;
 - g. RUV – 1 December 2023;
 - h. IP – 1 December 2023;
 - i. UNCE – 1 December 2023;
 - j. SSP – 1 December 2023;
 - k. NAKI – 1 December 2023;
 - l. Progres – 1 December 2023;
 - m. Primus – 1 December 2023;
 - n. others – 1 December 2023.
10. **Inventory for 2023** - Annex 1
11. **They are responsible for completing the tasks and meeting the deadlines of this directive:**
 - a. Bursar of the Faculty,
 - b. Vice-Dean for Research and Creative Activities,
 - c. Vice-Dean for Development and Project Management,
 - d. Vice-Deans for Study Affairs,
 - e. heads of administration and education departments.

Article 3: Final provisions

1. An integral part of this directive is:
 - a. Annex 1: Inventory instructions for 2023;
 - b. Form 1: Appointment of the central inventory committee at FH CU for 2023;
 - 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 2023;
 - 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 2023;
 - 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 16 October 2023.

Prague, 16 October 2023

doc. Věra Sokolová, M.A., Ph.D.
Dean