



# Intro to **Financial Reporting**


Dr. Minh Ha-Duong, CNRS


28/10/2017

# Financial reporting entities

- 1) Individuals
- 2) Projects
- 3) Corporations

# 1. Individual reporting



 **MES COMPTES** | **MON BUDGET** | **MES DOCUMENTS** | **NOTRE OFFRE** | **MES PARRAINAGES** | **BOURSE** | **PLUS** ▾

Recherche ? Aide M. HA DUONG ▾

**SYNTHÈSE** **+ 6 390,05 €**

Ajouter un compte externe +

**MES COMPTES BANCAIRES**

Tous mes comptes **+ 4 853,31 €**

Boursorama Banque

**BOURSORAMA BANQUE** **+ 324,93 €**

CARTE VISA PREMIER - MR HA DUONG MINH **0,00 €**

Caisse d'Epargne

CPT DEPOT PART. 04910998953 M Ha Duong Minh **+ 863,37 €**

La Banque Postale

COMPTE BANCAIRE MR HA DUONG MINH 1153046S020 MR HA DUONG MINH MR HA DUONG MINH 2 RUE **+ 3 665,01 €**

**MON ÉPARGNE**

PLAN EPARGNE LOGEMENT **+ 1 530,61 €**

**MES PLACEMENTS FINANCIERS**

Caisse d'Epargne

PEA NUMERAIRE 21911001513 M Ha Duong Minh **+ 6,13 €**

BOURSORAMA BANQUE Référence 00040853876

Solde au 27/10/2017  
**324,93€**

Mouvements à venir  
**0,00€**

Solde à venir  
**324,93€**

Mes mouvements

Mes mouvements à venir

Gérer mes notifications

Mon découvert autorisé

Pour moi

☒ 1 mois ☐ 3 mois







+ de critères


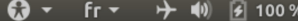
Rechercher dans mes opérations ...

Rechercher

?

Graphique de répartition des dépenses

25 OCT.		RETRAIT DAB 23102017 35 Hai Ba T CB*8522 Retraits cash	-39,41 €	✓
25 OCT.		*CION CB OPERAT.ETRANGER EN DEV 4979**** Frais bancaires et de gestion (dont agios)	-0,76 €	✓
25 OCT.		VIR SEPA MR HA DUONG MINH Virements reçus de comptes à comptes	300,00 €	✓
16 OCT.		VIR VIRT Permanent PEL Virements émis de comptes à comptes	-45,00 €	✓
06 OCT.		*INT DEB AU 30/09/17 Frais bancaires et de gestion (dont agios)	-0,41 €	✓
02 OCT.		> Relevé différé Carte 4979*****8522 Prélèvements cartes débit différé et cartes crédit conso	-147,83 €	✓

Activités  Navigateur Web Chromium ▾ ven. 27 oct., 17:41 

# Tips

- Verify your bank statement (CB fraud...)
- Use monthly enveloppes
- Fill forms with erasable pencil



# Exercise

The Principal Investigator of your research project asked you to go to Germany to present a paper at a conference. You went and had expenses, as shown on the following screens.

- Write a business letter reporting your expenses and asking to be reimbursed.

## Cost estimate for the presentation in Potsdam

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Leslie Mabon (sass) à moi

4 juil.

Dear Minh

Thanks for the estimate. I confirm my decision to send you as project representative, and that we can fund this from the RGU share of the budget (as we have managed to coincide the Taipei meeting with when I am in Japan anyway, my travel costs for the kick-off will be a lot less than they were expected to be).

It's probably easiest if you advance the funds and are reimbursed later on your French bank account, but if this is going to be problematic for you let me know and I will think of an alternative.

Leslie

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From: Minh Ha-Duong <[minh.haduong@gmail.com](mailto:minh.haduong@gmail.com)>  
Sent: 04 July 2017 10:04  
To: Leslie Mabon (sass)  
Subject: Cost estimate for the presentation in Potsdam

Dear Leslie,

I estimate the costs to present the paper in Potsdam to 550EUR

Registration fees	200EUR (early bird)
Airfare	200EUR (direct economy)
3 nights	150EUR (airbnb room)

...

## FACTURE AVEC TVA

Client : MINH XAVIER HA DUONG  
Adresse : 2 RUE DES CAPUCINES  
BAGNEUX  
92220  
FRANCE

N° DE LA FACTURE EJIN48744863  
Facture/Date d'émission 09/07/2017  
Exigibilité 08/07/2017  
Numéro de réservation ESJF53V  
Date de réservation 08/07/2017

## Informations passager :

Nom et prénom du passager	Adulte/Enfant	Code fiscal
MINH XAVIER HA DUONG	Adulte	

## Frais :

Vol	Numéro de vol	Heure du vol	Date du vol	Quantité	Description	Montant net EUR	Montant de la TVA EUR	Taux de TVA	Montant net EUR	Montant de la TVA EUR
Paris(ORY) - Berlin(SXF)	4261	06:55	19/09/2017	1 x Adulte	Vol	44,17	0,00	0%	44,17	0,00
						44,17	0,00		44,17	0,00

Vol	Numéro de vol	Heure du vol	Date du vol	Quantité	Description	Montant net EUR	Montant de la TVA EUR	Taux de TVA	Montant net EUR	Montant de la TVA EUR
Berlin(SXF) - Paris(ORY)	4266	20:35	21/09/2017	1 x Adulte	Vol	15,64	0,00	0%	15,64	0,00
						15,64	0,00		15,64	0,00

VAT number: GB 745 3608 25  
VAT number: DE 235666159  
VAT number: FR 51453172470

easyJet Airline Company Limited - Hangar 89, London Luton Airport, Luton LU2 9PF United Kingdom  
easyJet Airline Company Limited - Hangar 89, London Luton Airport, Luton LU2 9PF United Kingdom  
easyJet Airline Company Limited - Hangar 89, London Luton Airport, Luton LU2 9PF United Kingdom

Taux de change :	1.00000
FR TVA (EUR)	0,00
<b>FR TOTAL DÙ (EUR)</b>	<b>44,17</b>
FR TVA (EUR)	0,00
<b>FR TOTAL DÙ (EUR)</b>	<b>44,17</b>
Taux de change :	1.00000
DE TVA (EUR)	0,00
<b>DE TOTAL DÙ (EUR)</b>	<b>15,64</b>
DE TVA (EUR)	0,00
<b>DE TOTAL DÙ (EUR)</b>	<b>15,64</b>
<b>MONTANT TOTAL</b>	<b>59,81</b>
<b>DATE DU PAIEMENT</b>	<b>08/07/2017</b>



Facture emise par LeCab  
au nom et pour le compte de :

LEXAB TRANSFERT  
21 Square Louise Michel, 91390 Morsang-sur-Orge  
Numéro de Tva: FR53819639279

Minh Ha-Duong

## FACTURE

N° de course	N° de facture	Nom du passager	Date de la course
382324	C894171299	Minh Ha-Duong	19/09/2017
Montant course			23.88€
TVA 10%			2.39€
Montant total			26.27€
Détails de la course			
Adresse de départ		2 Rue des Capucines, 92220 Bagneux	
Adresse d'arrivée		(ORY) ADP - Orly, (W) Terminal Ouest	

## Confirmé : Séjour de 2 nuits à Potsdam, Allemagne

Réservé par **Minh Hà Dương**  
samedi, 8 juil. 2017

**Acceptée**  
HMS9KWK5DK

Arrivée **19 sept. 2017** > Départ **21 sept. 2017**

### Chambre privée

Sanssouci in Sight | Room in the Heart of Potsdam  
Feuerbachstraße 3  
Potsdam, Brandebourg 14471  
Allemagne

Hôte : Jana Mai  
Numéro de téléphone : +49 173 5323 992

### 1 voyageur pour cette réservation

Minh Hà Dương

### Remarques sur le voyage d'affaires

Billing to: SASS, Robert Gordon University, Aberdeen

### Coût par voyageur

Le coût de ce voyage était de **36€** par personne et par nuit, taxes et frais compris.

### Frais

29€ × 2 nuits	57€
frais de ménage ⓘ	4€
Frais de service Airbnb (VAT (/vat_invoices/104990492) incluse) ⓘ	10€
<b>Total</b>	<b>71€</b>

### Paielement

Paid with VISA ●●●● 8522 sam 8 juillet 2017 @ 16:59 CEST	71€
<b>Total payé</b>	<b>71€</b>

Ajouter des informations  
de facturation

### Dépense par nuit moyenne

Dépense par nuit moyenne	28,58€
Frais de ménage moyens	2,50€
Frais voyageur moyens	5,50€
<b>Total par nuit</b>	<b>35,50€</b>

Climate and Cities Conference à moi

10:54



## Cities and Climate Conference registration form

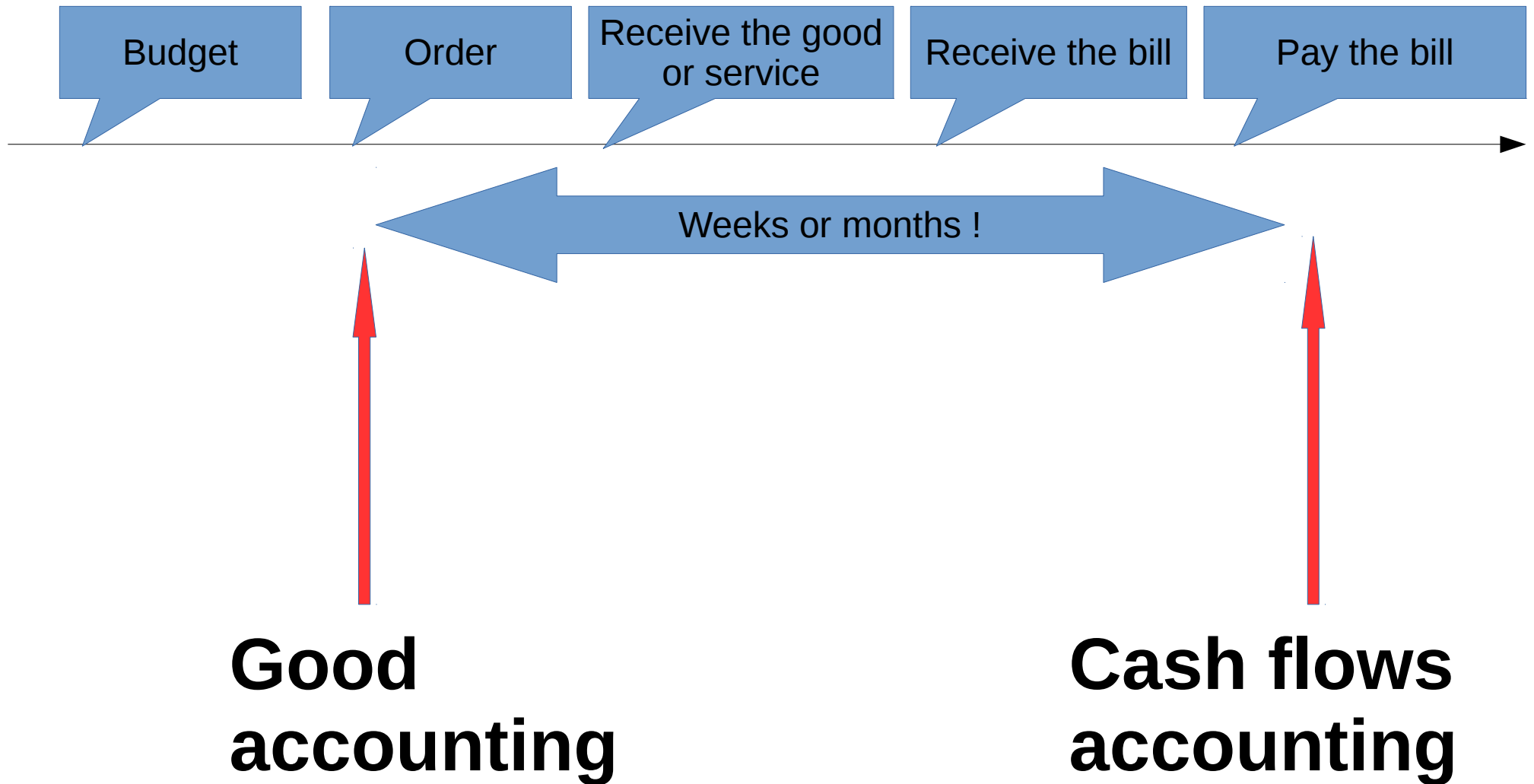
Full Name	Dr. Minh Ha-Duong
Category	<ul style="list-style-type: none"><li>• Early registration (Amount: 200.00 EUR)</li></ul> <p>Total: 200.00 EUR Transaction ID: 5YG01938830694434</p>
<b>==Payer Info==</b>	
First Name	MINH
Last Name	HA DUONG
E-Mail	<a href="mailto:minh.haduong@gmail.com">minh.haduong@gmail.com</a>
<b>==Address==</b>	
Name	MINH HA DUONG
Street	SASS, Robert Gordon University
City	Aberdeen
State	AberdeenCity
Zip	AB107QG
Country	United Kingdom
Organisation (in English)	CleanED, USTH
Address	Street Address: Room 603, education and services building Street Address Line 2: 18 Hoang Quoc Viet City: Ha Noi State / Province: Cau Giay Postal / Zip Code: 10000
Country	Vietnam
E-mail	<a href="mailto:minh.haduong@gmail.com">minh.haduong@gmail.com</a>
Phone Number	(+84) 1626387784
Food allergies	No alcohol, lactose, glutamate

## 2. Project reporting

### AMECO project account (HDM)

Order number	Order date	Who	Category	Amount ordered	Amount billed	Internal bill number	Account period
764	01/07/13	DELL ordi Benito	Equipement		1 738,00 €	874	2013
765	01/07/13	DELL écran, DD Benito	Equipement		423,00 €	847	2013
824	21/06/13	Grubb Michael	Chercheurs invités		64,18 €	914	2013
831	25/10/13	CWT France – billet Nguyen + BB 1	Mission		1 007,90 €	917	2013

# Timeline of expenses





# Tips

- Always provide all receipts
- Do you own Excel spreadsheet
- Verify against upstream
- Meet your finance manager regularly

# Reporting must correspond to Budget

- Constraints :
  - Budget lines
  - Time periods
  - Justify all direct costs
- Flexibility :
  - Indirect costs
  - Amendments
  - Private money



DIVISION OF RESEARCH, INNOVATION AND TECHNOLOGY TRANSFER (DRITT)

**FINANCIAL GUIDELINE**  
*for*  
**USTH RESEARCH PROJECT WITH VIETNAM  
STATE FUNDING**

## II. GLOBAL BUDGET

### Important:

- \*) The amount of the provisional budget must include the VAT (10%);
- \*) The amount of the provisional budget includes main items as follows:

#### A. → Direct costs

- 1) → Materials and /or supplies, small equipments, consumables;
- 2) → Service contract + hiring worker outsource;
- 3) → Local travel and perdiem;
- 4) → Organization of scientific conference;
- 5) → Others (Office stationery, printing);

#### B. → Indirect costs

- 6) → Overhead + water & electricity consumption.

- \*) For each items, please briefly describe the expenditure envisaged in the "Detailed budget" part.
- \*) Office stationery costs = 3% of total provisional budget
- \*) USTH overhead = 5% of total provisional budget
- \*) Electricity and water consumption fee = 2% of total provisional budget

### ATTENTION:

All expenditures need to be engaged before

15<sup>th</sup> October 2017

N°	Budget Items	%	Implementation time	Total provisional budget for 2017	
				Amount in USD	Amount in VND
1. →	Materials and /or supplies, small equipments, consumables				
2. →	Service contract, hiring worker outsource				
3. →	Local travel & perdiem				
4. →	Organization of scientific conference/seminar				
5. →	Others (Office stationery, printing...)				
6. →	Overhead (5%) + water & electricity consumption (2%)	7%	-		
§	TOTAL	100%	§		

# Group exercise

Budget an reply to this call and write a reply letter with your offer.

Here are the specifications of the Hanoi city tour to we need:

Langage: In English

Date: Tuesday, November 7th afternoon

Start: 2pm (to be confirmed) in the old quarter

End: 7pm (flexible) in the old quarter

The goal is to build understanding of history and development of Hanoi, especially with regard to:

- urbanisation processes and patterns;
- previous and current planning;
- future developments and (if possible) understanding of effect on urban climate.

The group is 3 to 5 social sciences international researchers on cities and climate change, currently studying the resilience of the poors to heat risks.

Please quote me the price for an all-inclusive\* package with the tour concept and a summary description of the itinerary.

\*including a car or taxi for the afternoon, entry fees, drinks etc...

Please note that this tender is competitive. thanks in advance. Minh

# 3. Corporate financial reporting

# LabX income and expenses in 2016

<b>Income</b>	<b>14 239 €</b>
Research projects and studies	4 784 €
Public support	6 415 €
Private support	3 040 €
<b>Expenses</b>	<b>46 272 €</b>
Purchase of services and goods	941 €
Management fees	158 €
Travel	16 725 €
Personnel	29 004 €

Conclusion : the cash burn rate was 2700€ per month in 2016.

# LabX assets at end of 2016, 2015

	31/12/2016	31/12/2015
Cash	0 €	1321 €
University	12 135 €	33 632 €
Technology Transfer & Valorization Center	1 435 €	11 985 €
<i>Total</i>	<i>13 570 €</i>	<i>46 938 €</i>

# To learn more

- Read MIT Sloan school of management  
« [Intro to financial and managerial accounting](#) »
  - Lecture 1, p. 25-27
  - Lecture 2
  - Lecture 3
  - Problem set 1 and solutions
- Read the financial statements in [EVN](#) (pp. 24+) and [Vinamilk](#) (pp. 68+) 2016 annual reports



Minh Ha Duong  
2 rue des capucines  
92220 Bagneux

Object : Travel expenses for the conference in Potsdam

Dear Leslie,

I represented our joint project « Assessing energy precarity and heat-related health risks from climate change in Asian cities » at the Cities and Climate Change Conference 2017 at Potsdam/Germany, from Sep 19th to 21st. I sent you the presentation file on the 19th, and the scientific report of conference on the 21st.

We agreed early July that I would advance the funds and be reimbursed later. Please receive this expenses memo, along with my IBAN and a copy of the justifying documents :

Registration fees (including 3 lunch and 1 diner)	200,00 €
Air travel	59,81 €
Accomodation	71,00 €
Airport transfer 1	24.27€
Airport transfer 2	3,40 €
Airport transfer 3	3,40 €
Airport transfer 4	11,25 €
Public transit to/from conference (4 * 2,10€)	8,40 €
<b>Total</b>	<b>357,26 €</b>

Cordially,

