

Wpłynęło dnia 07.08.2013

## Report from the UBC Board of Audit

On basis of article 5 of the UBC Statute the Board of Audit was elected during the UBC XI General Conference in Liepaja, October 2011. The members of the Board of Audit are:

Mrs Ewa Back, former Mayor of the city of Sundsvall, Sweden

Mrs Marta Chelkowska, Director of Tourism Departement, Marshall Office of Pomeranian Voivodeship, Poland

Mr Jukka Vilen, Director of the City Office of Kemi, Finland.

Article 12 in the Statute of the UBC states "The Board of Audit checks the auditor's report for correctness and proper use of the resources for purposes laid in the decisions of the General Conference and the Executive Board, in the statute and according to the regulations of the donors of contributions. The Board of Audit has the right to check and read all books, accountants' files etc. of each body of the Union, Secretariat and the Commissions. The Board of Audit reports to the General Conference".

The Board of Audit met on the 9<sup>th</sup> of May 2013 in Gdansk to review the books of the UBC and to follow up documents from the Executive Board and from the Commissions. Members of the Board of Audit have also participated in a couple of Executive Board Meetings during 2011-2012.

The following files were submitted to the examination:

- Invoices and bills passed to UBC in 2011 and 2012
- Confirmation of payments made by UBC in 2011 and 2012
- Bank statements
- Receipts of payments by electronic cards from the UBC account
- Financial reports

The Board of Audit has taken part of the following documents:

- Statute of the UBC
- UBC Strategy 2010 – 2015
- Minutes from the Executive Board Meetings in 2011 and 2012
- Report from the XI General Conference in Liepaja 2011
- UBC Budget for 2011 and 2012
- UBC membership fees from 2011 and 2012
- Statements of accounts for the period 1 January 2011 until 31 December 2011 respectively 1 January 2012 until 31 December 2012
- Auditor's report made by the licensed auditing company BILANS from 2011 and 2012
- Reports from the Commissions for 2011 and 2012

The Board of Audit makes the following statements:

1. We have read the Minutes from the Executive Board Meetings in 2011 and 2012.
2. We have found that the intentions of the UBC Strategy 2010 – 2015 has been activated. The Strategy Coordinator has regularly reported to the Executive Board about the progress of the

- ten points in the Strategy. A Communications and Marketing Strategy has been developed and adopted. A Task Force on Expert Exchange has worked and prepared for a pilot project.
3. The assessment of the books is commissioned to the licensed company Bilans, Gdansk, according to the decision of the XI General Conference in Liepaja in 2011. Bilans has checked the correctness of the books and their contents in accordance with the Polish book-keeping rules. They have found everything in order.
  4. The XI General Conference decided, upon a proposal from the Mayor of Gdansk, that the city of Gdansk will continue to take responsibility for the UBC Secretariat for 2012 – 2015. The employees of the office all have an employment relationship with the city of Gdansk.
  5. We find it good that there are reports from a number of Commissions at almost every Executive Board Meeting.
  6. We have noted that the Executive Board has decided on Common Criteria for Evaluation of the work of the Commissions. We have taken part in the first reports made according to these Criteria (2012). The reports show that important progress in the evaluation of the commissions work has been made.
  7. We have noted that surveys and questions have been put to member cities about their engagement in commissions, about their views on the Criteria for Evaluation of the Commissions as well as the Communications and Marketing Strategy.
  8. We have noted that the engagement in the network CECICN has caused a rise in the costs for meetings. The decision to join CECICN was taken by the Executive Board 17.02.2010 and without any financial commitments. In Karlstad 17.06.2011 the Presidium was authorized to appoint delegates to the organization. In March 2012 the UBC President was elected as President of CECICN.
  9. We are very pleased to see that a Task Force on development of the organization, decided in June 2011, has made its final report (February 2013). This report contains a number of sharp proposals for changes of working methods, statutes and internal regulations of the UBC.
  10. We have noted that a calendar on UBC-Events is available on the UBC-website. This calendar gives information about meetings of the Executive Board, the Commissions etcetera. It can also be helpful for Commissions and working-group in avoiding collisions of meetings.

**Recommendations from the Board of Audit to the XI General Conference 2011 has been followed up:**

1. The Executive Board has decided upon rules for cities with unpaid membership fees. If a city has failed to pay the fee for two following years the city will lose its membership. To become a full member again a city has to pay all due fees.
2. The Executive Board has reminded the Commissions of the importance of showing the UBC-logo and UBC-information when representing the organization at exhibitions etcetera.
3. The Secretariat has developed a special form for the spendings and budgets of the Commissions.
4. The original Minutes of the Executive Board Meetings are now being signed by hand by the President, the Secretary General and, if possible, the elected adjuster. These original documents are kept in the Secretariat.
5. Common Criteria for evaluating the work of the commissions has been developed and decided by the Executive Board.



The Board of Audit recommends the XII UBC General Conference in Mariehamn 2013:

1. To recommend the Presidium to take Minutes or Notes when the Presidium make decisions on economical matters.
2. To express the General Conference's gratitude towards the city of Gdansk for its generous support to UBC.

**On the basis of our completed examination we propose the XII General Conference in Mariehamn 2013 to decide:**

**To absolve the Executive Board and the Secretary General for the years 2011 and 2012.**

Sundsvall

31. July 2013



Ewa Back

Gdansk

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Marta Chelkowska

Kemi

29. July 2013



Jukka Vilen