



## FINANCE REPORT

The finance team can use this template to record all the economic movements of the coop working project.

Every income and expense shall be registered with a corresponding document that indicates:

- The exact amount of money received or paid by the cooperative project
- The object, i.e. the specific cause for receiving the money (donation or voluntary contribution to the project) or for spending it (purchase of materials, rent of equipment, etc...).
- The date of the transaction
- The parties involved in it: one is always the cooperative project, the other will change every time

**The finance team must keep all the documents ordered and at the disposal of all coop members.**

The template has only two sections: incomes and expenses.

Incomes, i.e. the money your coop working project receives, are organised in 4 categories:

### 1. **Members contributions**

As you learnt in step 1, members' economic participation is one of the cooperative principles. So, it is important that every member participates with a small quote to the initial capital of the coop working project. This money represents the social capital of the project.

In real working coops, members have the right to receive their quote back once the project is over or when they quit the cooperative (for example when they retire).

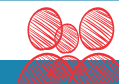
A small tip: in the case of your coop working project, we suggest you to treat it rather as a donation, such as a voluntary contribution to the project that participants will NOT receive back. Obviously cooperative members must agree and decide in their assembly to do this.

### 2. **Other contributions**

It is interesting and important to look for the involvement of other realities in the project: local institutions, cooperative enterprises, NGOs, etc. that can contribute to your coop working project.

### 3. **Donations and contributions for cooperative project activities<sup>1</sup>**

Depending on its nature, your coop working project might receive contributions and donations for its products or service. If this is the case,





you should register every income by providing a facsimile of a receipt to your clients, as you can see in STEP 4 – TFS 3 – RECEIPT FACSIMILE

4. **Others:** to register every other contribution not included in the previous categories.

Expenses, i.e. the money your coop working project spends, are organised in 2 categories:

1. **Fixed costs** are costs that are independent of output. They remain constant and recurrent throughout the coop working project duration. Fixed costs often include items such as rent or electricity. For example, if you rent a space to work you need to pay the rent, the electricity and water bills every month, even if you do not generate any activity.

2. **Variable costs** are expenses that the coop working project generates directly as a consequence of its processes and activities: for example, if you need to buy t-shirts to customise them with your coop logo, your cost is variable depending on the number of T-shirts you decide to buy.

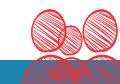
If you have any doubt when you are filling in the template, you can check first what the students of music coop did!

1 PLEASE REMIND : Cooplab is thought as an educational project, whose aim is not to constitute a real cooperative, but rather to run a participative and cooperative project in a real setting.

Hence, there are no real payments that can be demanded in exchange for the services or goods provided by your virtual project. The treatment of any money you would receive from third parties should be examined and decided with your teacher, your trainer, the third parties you work with, among them the customers and the bank of your choice. In this case, this money should be entered according to the legal rules for the accounting of economic movements in your country

May you decide to legally constitute a cooperative from this educational project with a legal status and fiscal identification code, you would have to do it according to your national legislation.

Moreover, we warn you about avoiding putting in place activities that for their nature or conditions are subjected to public or health authorisations or licences (such as selling food or providing public services) or that can be potentially dangerous for users or consumers.



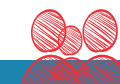
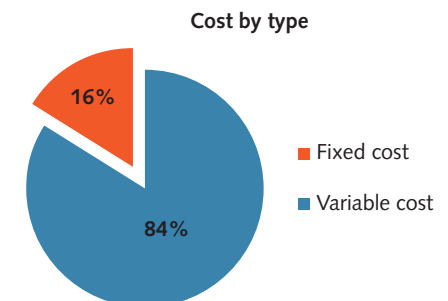
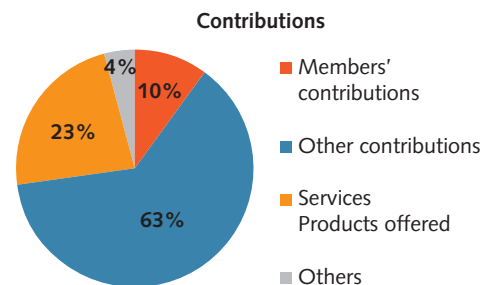


## MUSIC COOP EXAMPLE - Coop working project :

INCOMES			%
<b>Date</b>	<b>Members' contributions</b>	40 €	10%
22/09/18	Francesco	10 €	
22/09/18	Paola	10 €	
30/09/18	Antony	10 €	
04/10/18	Maria	10 €	
	<b>Other contributions</b>	260 €	64%
15/10/18	A. Local Music association	80 €	
05/11/18	b. Town Social Centre contribution (project presented with Music Association)	180 €	
	<b>Services / products offered</b>	94 €	23%
06/11/18	Use of music studio (voluntary contribution of 6 Euros/hour) 2 hours	12 €	
07/11/18	Use of music studio (voluntary contribution of 6 Euros/hour) 1 hours	6 €	
08/11/18	Use of music studio (voluntary contribution of 6 Euros/hour) 4 hours	24 €	
13/11/18	Use of music studio (voluntary contribution of 6 Euros/hour) 2 hours	12 €	
24/11/18	Concert for Paul's party	40 €	
	<b>Others</b>	15 €	4%
18/10/18	Sale of Ana's old disks collection (donation to coop project)	15 €	
	<b>Total</b>	<b>409 €</b>	

Balance : incomes – costs = 39

COSTS			%
<b>Date</b>	<b>Fixed costs</b>	60 €	16%
01/10/18	Contribution for music studio for Music Coop (October 2017)	30 €	
02/11/18	Contribution for music studio for Music Coop (November 2017)	30 €	
	<b>Variable costs</b>	310 €	84 %
29/09/18	Print of depliants and mkt materials	25 €	
15/10/18	Purchase of office materials for coop.	15 €	
15/10/18	Purchase of music instruments equipment	180 €	
31/10/18	Cleaning of Music Studio (October 2018)	35 €	
31/11/18	Cleaning of Music Studio (November 2018)	35 €	
24/11/18	Equipment transport to Paul's house	20 €	
		- €	
		- €	
	<b>Total</b>	<b>370 €</b>	





Projet d'entreprise coopérative : .....

PRODUITS (REVENUS)		%	
Date	Members' contributions	10 €	25 %
		10 €	
	Other contributions	10 €	25 %
		10 €	
		180 €	
	Services / products offered	10 €	25 %
		10 €	
	Others	10 €	25 %
		10 €	
	<b>Total</b>	<b>40 €</b>	

Balance : incomes – costs = 39

COSTS		%	
Date	Fixed costs	20 €	50 %
		20 €	
		€	
	Variable costs	20 €	50 %
		20 €	
		- €	
		- €	
	<b>Total</b>	<b>40 €</b>	

