

WPLYNEŁO 2017-07-20
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66/2014 Marta Bojarska

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 XII General Conference in Gdynia, October 2015. The members of the Board of Audit are:

Mr Roger Kaliff, Chairman of the City Council, City of Kalmar

Mrs Marta Chelkowska, Director of Tourism Department, Marshall Office of Pomorskie Voivodeship, Poland

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

Article 11 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 17th of May 2017 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 2015-2016.

The following files were submitted to the examination:

- Invoices and bills passed to UBC in 2015 and 2016
- Confirmation of payments made by UBC in 2015 and 2016
- 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 2016 – 2021
- Minutes from the Executive Board Meetings in 2015 and 2016
- Report from the XII General Conference in Mariehamn 2015
- UBC Budget for 2015 and 2016
- UBC membership fees from 2015 and 2016
- Statements of accounts for the period 1 January 2015 until 31 December 2015 respectively 1 January 2016 until 31 December 2016

- Auditor's report made by the licensed auditing company BILANS from 2015 and 2016
- Reports from the Commissions for 2015 and 2016

The Board of Audit makes the following statements:

1. We have read the Minutes from the Executive Board Meetings in 2015 and 2016.
2. The assessment of the books is commissioned to the licensed company Bilans, Gdansk, according to the decision of the XII General Conference in Gdynia in 2015. 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.
3. 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 2016 – 2018. The employees of the office all have an employment relationship with the city of Gdansk.
4. We find it good that reports and activity plans from Commissions have good standard and most of the Commissions use standard reporting form.
5. We have noted that the Executive Board has given the Presidium mandate to decide of the Commission budgets and financial issues. However, there are no documents to follow up the decisions made by the Presidium. Financial reports for 2015 and 2016 has been discussed in the Executive Board.
6. We noted that new streamlined Commission structure has clarified and enhanced the work of the UBC. More member cities need to be engaged to Commissions activities.
7. Work of the Task Forces has been flexible and effective way to handle the unexpected challenges.
8. UBC strategy work has been consistent and has clarified the role of the UBC.
9. UBC activities are shown at UBC webpage in a good way.
10. We would like to thank all the key actors of giving they time and effort for the UBC.

The Board of Audit recommends the XIII UBC General Conference in Växjö 2017:

1. The role of the Presidium in use of economic resources needs to be more regulated.
2. To have close contact to member cities and create added value to them new cost efficient and modern ways to work needs to be implemented.
3. 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 XIII General Conference in Växjö 2017 to decide:

To absolve the Executive Board and the Secretary General for the years 2015 and 2016.

Kalmar

8. July 2017


Roger Kaliff

Gdansk

21. July 2017


Marta Chelkowska

Kemi

29. June 2017


Jukka Vilen