

<b>Summary of financial accounts 2019</b>		
<b>INCOME 2019</b>		
<b>MEMBERSHIP FEES</b>		<b>184147</b>
Membership New Members	22083	
Membership Renewals /Associate Members	162064	
<b>FEES</b>		<b>94167,0</b>
Meetings Registration Fees	49039	
Fees Preparation Meetings	45128	
<b>SUBSIDIES</b>		<b>364331</b>
IETM - Vlaamse Gemeenschap	25000	
Creative Lenses	13005	
Creative Europe 2017 -2021	314325	
Other Subsidies	12000	
<b>RECUPERATION COSTS</b>		<b>5205</b>
Recuperations ( Travel costs)	1735	
Contribution office rent	1000	
Payments Late Fees	2471	
<b>FINANCIAL INCOME</b>		<b>8964</b>
Administration Invoices	8964	
<b>Total Income</b>		<b>656814</b>
<b>EXPENDITURE 2019</b>		
<b>PROJECT COSTS</b>		<b>164046</b>
Renting Locations, Materials, documentation	4185	
Printing,Design, Stationery, others	4087	
Fees speakers , teachers designers ,translation, author's	57161	
Website	16485	
Travel and subsistences ( staff, Guests, Grants) related to the meetings	82128	
<b>FIXED COSTS</b>		<b>65560</b>
Housing costs ( Rent, cleaning and Insurance)	27317	
Office Costs	12408	
Fees ( accountancy, Audit, management)	25834	
<b>Other Staff costs</b>		<b>16539</b>
Travel costs , Accommodation , Cantine	16539	
<b>SALARIES EMPLOYEES</b>		<b>328808</b>
Salaries + Employer charges including holidays	322306	
Social Subscriptions	1819	
Lunch Vochers	7235	
Personal insurance	1621	
Provision Holidays	-4173	
<b>PROVISIONS / DEPRECIATION</b>		<b>1775</b>
<b>OTHER COSTS / Non recoverable intercommunity VAT</b>		<b>5329</b>
<b>FINANCIAL CHARGES</b>		<b>3570</b>
E-Business charges + Bank charges	3570	
		<b>14738</b>
Cancellation invoices from previous years	14738	
<b>Total Expenditure</b>		<b>600365</b>
<b>RESULT</b>		<b>56449</b>
<b>TRANSFER PAT II.3 to 2020</b>		<b>50000</b>
<b>RESULT</b>		<b>6449</b>
<b>NETWORK RESERVES</b>		<b>41257</b>

**I.E.T.M. ASBL**  
Square Saintelette 19  
1000 Bruxelles

NE: 0438.869.867

Clôture annuelle  
au 31 décembre 2019

**Contenu**

<b>1</b>	<b>Comptes annuels internes</b>	<b>3</b>
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**1 Comptes annuels internes**

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<b>ACTIF</b>		
<b>FRAIS D'ETABLISSEMENT</b>		
<b>ACTIFS IMMOBILISES</b>		<b>2.561,87</b>
<b>III.</b>	<b>Immobilisations corporelles</b>	<b>1.774,66</b>
<b>B.</b>	<b>Installations, machines et outillage</b>	<b>1.774,66</b>
	230000 Frais d'aménagement	18.101,04
	230009 Amortissement Frais d'aménagement	(16.326,38)
<b>IV.</b>	<b>Immobilisations financières</b>	<b>787,21</b>
	288000 Garantie Simens Phone installation	787,21
<b>ACTIFS CIRCULANTS</b>		<b>163.921,80</b>
<b>VII.</b>	<b>Créances à un an au plus</b>	<b>122.837,91</b>
<b>A.</b>	<b>Créances commerciales</b>	<b>45.248,61</b>
	400000 Clients	45.248,61
<b>B.</b>	<b>Autres créances</b>	<b>77.589,30</b>
	414000 Produits à recevoir	75.000,00
	416105 Compte Courant Nan van Houte	189,30
	416700 Subsidés à recevoir	2.400,00
<b>IX.</b>	<b>Valeurs disponibles</b>	<b>40.112,04</b>
	550000 KBC Current account 433-83	40.782,30
	570000 Cash EUR	80,23
	570106 Cash CAD	440,56
	570500 Cash CHF Swiss Francs	185,32
	570600 Cash TND Tunisian Dinar	20,50
	570910 Cash CSK Czech Koruna	25,87
	570970 Cash PLN Krakow	9,07
	580010 2 Transfert account IETM Mastercard	(1.431,81)
<b>X.</b>	<b>Comptes de régularisation</b>	<b>971,85</b>
	490000 Charges à reporter	971,85
<b>ACTIF</b>		<b>166.483,67</b>

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<b>PASSIF</b>		
<b>CAPITAUX PROPRES</b>		<b>64.746,62</b>
<b>IV.</b>	<b>Réserves</b>	<b>23.489,93</b>
<b>D.</b>	<b>Réserves disponibles</b>	<b>23.489,93</b>
	133000 Réserve du réseau	23.489,93
<b>V.</b>	<b>Bénéfice reporté ou Perte reportée</b>	<b>41.256,69</b>
	140000 Bénéfice / Perte (-) // Bénéfice...	41.256,69
<b>DETTES</b>		<b>101.737,05</b>
<b>IX.</b>	<b>Dettes à un an au plus</b>	<b>48.245,05</b>
<b>C.</b>	<b>Dettes commerciales</b>	<b>18.573,51</b>
<b>1.</b>	<b>Fournisseurs</b>	<b>18.573,51</b>
	440000 Fournisseurs // Entreprises liées	16.364,64
	444000 Factures à recevoir	2.208,87
<b>E.</b>	<b>Dettes fiscales, salariales et sociales</b>	<b>29.671,54</b>
<b>2.</b>	<b>Rémunérations et charges sociales</b>	<b>29.671,54</b>
	455000 Rémunérations à payer // Administr...	348,30
	456000 Provision Pécule de vacances // D...	29.323,24
<b>X.</b>	<b>Comptes de régularisation</b>	<b>53.492,00</b>
	493000 Revenus à reporter // Produits d'...	53.492,00
<b>PASSIF</b>		<b>166.483,67</b>

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## COMPTE DE RESULTATS

<b>I. Ventes et prestations</b>	<b>597.849,84</b>
<b>Chiffre d'affaires</b>	<b>278.313,96</b>
701000 Ventes en Belgique (produits finis)	3.704,00
701100 Renouvellement des Adhésions //Ve...	123.160,00
701300 Nouvelles adhésions	22.083,00
701400 Membres associés	35.200,00
702200 Frais d'inscriptions aux réunions...	38.084,15
702300 Frais d'inscriptions aux réunions...	1.910,00
702400 Frais d'inscriptions au Campus	9.045,00
702500 Frais préparation conférences	45.127,81
<b>Autres produits d'exploitation</b>	<b>319.535,88</b>
737000 Subsidies	12.000,00
737100 Vlaamse Gemeenschap	25.000,00
737148 Creative Europe (PAT) 2017-2021	264.325,10
737157 Creative Lenses	13.005,45
743100 Récupération frais de voyages	1.734,53
743610 Contribution à la location des bu...	1.000,00
743700 Amendes - frais pour payement tar...	2.470,80
<b>I. Approvisionnements, marchandises; services et biens divers</b>	<b>246.145,05</b>
<b>Approvisionnements, marchandises</b>	<b>164.046,15</b>
<b>Achats</b>	<b>164.046,15</b>
600110 Location salle de conférence	269,80
600120 Location de materiel technique co...	1.637,44
600310 Telephone	27,33
600400 Fournitures de bureau	454,20
600410 Poste, colis, recommandés....	78,78
600420 Impressions (photocopies)	1.984,11
600430 Design	1.270,11
600630 Honoraire Speakers	16.491,31
600645 Honoraire Consultant - Website, w...	16.485,04
600646 Honoraire Designer	14.837,00
600650 Honoraire Traductions	3.492,71
600660 Honoraire Formateur	8.760,13
600690 Autres honoraires	300,00
600691 Honoraire documentation (photos, ...	2.250,00
600692 Honoraire publications (droits d'...	13.579,75
600700 Voyages staff	7.736,64
600705 Voyages invités (speakers, modéra...	21.914,05
600710 Logement staff	8.270,73
600715 Logement invités (speakers, modér...	14.379,13
600720 Perdiem Staff BE	7.215,00
600721 Perdiem Staff NL	680,00
600725 Perdiem invités	1.200,00
600730 Transport local staff	7,60
600736 Autres frais	212,24

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600740 Catering / restaurant / Cantine	10.927,98
600750 Autres frais de voyage (extra bag...)	1.184,57
600800 Représentation	1.403,29
600900 Bourse de voyage (train, avion, b...)	4.471,32
600910 Bourse de logement (hotel, RB&B...)	2.525,89
<b>Services et biens divers</b>	<b>82.098,90</b>
<b>Charges locatives</b>	<b>20.212,29</b>
610100 Charges locatives (loyer, chauffa...)	20.212,29
<b>Livraisons</b>	<b>20.090,33</b>
610300 Nettoyage	4.918,77
611200 Frais d'aménagement généraux	1.085,37
612100 Admin. nom de domaine, hébergemen...	204,75
612200 Cloud, serveur commun	1.356,30
612300 ADSL, ISDN (Internet connexion)	1.123,72
612400 Téléphone	2.760,58
612600 Fourniture de bureau	459,69
612650 Software, harware	2.640,43
612660 Software, harware	62,29
612670 Software, harware	1.674,60
612700 Poste, colis, recommandés...	136,08
612750 Impression et Design	98,15
612760 Impression et Design	140,26
612880 Livres, documentations, journaux...	70,45
612890 Entrance performances, museums, c...	333,00
612900 Membership fees	1.215,00
612950 Moniteur belge	132,98
614100 Mensura - frais médicaux	536,95
614200 Autres frais de Staff	305,01
614300 Formation	200,00
614500 Cadeaux pour Staff	635,95
<b>Droits et redevances</b>	<b>17.773,06</b>
613500 Honoraire Webmaster	1.815,00
613550 Honoraire Maintenance informatique	1.916,64
613800 Honoraire Management	3.660,57
613810 Honoraire Management	92,50
613820 Honoraire Management	688,35
613900 Droits d'auteurs	9.600,00
<b>Assurances</b>	<b>1.518,34</b>
610200 Assurance bureau (Mobilier)	1.101,06
613100 Honoraires traduction	417,28
<b>Commissions et honoraires</b>	<b>5.428,48</b>
613200 Honoraires comptabilité	3.928,48
613201 Honoraires Conseil fiscal	1.500,00
<b>Frais de déplacement</b>	<b>17.076,40</b>
613400 Remboursement volontaires et stag...	2.215,00
615100 Travel staff, board & others (not...	2.470,45
615200 Logement staff, board & others (n...	5.239,66



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615400 Transport local - métro, taxis.....	560,79
615450 Autres frais de voyage - vasa, ba...	4.713,21
615500 Catering / Restaurant/ Cantine (n...	1.638,14
617000 Representation (not attributed to...	239,15
<b>A.B. Marge brute d'exploitation (solde positif)</b>	<b>351.704,79</b>
<b>C. Rémunérations, charges sociales et pensions</b>	<b>328.807,60</b>
620000 Salaires Brut BE	197.767,03
620001 Salaires Brut NL + Costs + Loonhe...	76.828,80
621000 Charges sociale employeur BE // C...	43.420,18
621002 Charges sociale employeur et empl...	4.290,00
622100 Remboursement transport public	1.819,00
623000 Chèques repas	7.234,69
624000 Provision pécule de vacances	29.323,24
624100 Provision pécule de vacances (-)	(29.967,98)
626000 Assurance pour le personnel (acci...	1.621,10
628001 Provision pécule de vacances NL	(3.528,46)
<b>D. Amortissements et réductions de valeur sur frais d'établissement sur immobilisations incorporelles et corporelles</b>	<b>1.774,67</b>
630200 Dépréciation // Dotations aux amo...	1.774,67
<b>G. Autres charges d'exploitation</b>	<b>5.329,07</b>
640000 TVA intracommunautaire non récupé...	5.329,07
<b>I. Charges d'exploitation non récurrentes</b>	<b>14.738,43</b>
660000 Charges exceptionnelles	14.738,43
<b>Bénéfice d'exploitation</b>	<b>1.055,02</b>
<b>II. Produits financiers</b>	<b>8.963,76</b>
<b>A. Produits financiers récurrents</b>	<b>8.963,76</b>
751000 Contributions aux frais administr...	8.960,00
754000 Différences de paiement // Différ...	3,76
<b>II. Charges financières</b>	<b>3.570,00</b>
<b>A. Charges financières récurrentes</b>	<b>3.570,00</b>
654001 Différence de paiement	58,16
655010 Différences de change	234,17
659000 Frais de banques, de chèques postaux	1.689,04
659100 Frais de banques, de chèques postaux	1.588,63
<b>Bénéfice de l'exercice avant impôts</b>	<b>6.448,78</b>
<b>Bénéfice de l'exercice</b>	<b>6.448,78</b>

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<b>Bénéfice de l'exercice à affecter</b>	<b>6.448,78</b>
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## AFFECTATIONS ET PRELEVEMENTS

<b>A.</b>	<b>Bénéfice à affecter</b>	<b>41.256,69</b>
	Bénéfice de l'exercice à affecter	6.448,78
<b>2.</b>	<b>Bénéfice reporté de l'exercice précédent</b>	<b>34.807,91</b>
	790000 Bénéfice reporté de l'exercice pr...	34.807,91
<b>C.</b>	<b>Affectations aux capitaux propres</b>	
<b>D.</b>	<b>Résultat à reporter</b>	<b>41.256,69</b>
<b>1.</b>	<b>Bénéfice à reporter</b>	<b>41.256,69</b>
	693000 Bénéfice à reporter	41.256,69

I.E.T.M. AISBL  
Annual closing on 31 December 2019

## I.E.T.M. AISBL

19 Square Sainctelette -1000 Brussels

CN: 0438869867

Annual closing on 31 December 2019

**Contents**

<b>1 Internal annual account</b>	<b>3</b>
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## Asset

### **FIXED ASSETS** **2561,87**

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#### **III. Property, plant and equipment** **1774,66**

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##### **B. Installations, machines and tools.** **1774,66**

230000 Development costs 18101,04

230009 Depreciation development costs. (16326,38)

#### **IV. Financial fixed assets** **787,21**

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288000. Siemens Phone installation warranty. 787,21

### **CURRENT ASSETS** **163921,80**

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#### **VII. Receivables up to one-year** **122837,91**

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##### **A. Commercial Debt** **45248,61**

400000 Clients 45248,61

##### **B. Other receivables** **77589,30**

414000 Receivables 75000

416105 Current account Nan van Houte 189,30

416700 Subsidies receivable 2400

#### **IX. Available values** **40112,04**

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550000 KBC Current account 433-83 40782,30

570000 Cash EUR 80,23

570106 Cash CAD 440,56

570500 Cash CHF Swiss Francs 185,32

570600 Cash TND Tunisian Dinar 20,50

570910 Cash CSK Czech Koruna 25,87

570970 Cash PLN Krakow 9,07

580010 Transfer account Visa (1431,81)

<b>X. Regularisation account</b>	<b>971,85</b>
490000 Expenses to be carried forward	971,85
<b>Asset</b>	<b>166483,67</b>

**LIABILITIES**

**SHAREHOLDERS 'EQUITY** **64746,62**

**IV. Reserve** **23489,93**

**D. Available Reserves** **23489,93**  
133000 Network reserve 23489,93

**V. Profit carried forward or loss carried forward** **41256,69**

140000 Profit / Loss (-) // Profit ... 41256,69

**DEBTS PAYABLE** **101737,05**

**IX. Debts up to one year** **48245,05**

**C. Commercial debts** **18573,51**

**1- Suppliers** **18573,51**

440000 Suppliers // Related companies 16364,64

444000 Invoices to receive 2208,87

**E. Tax, salary and social debts** **29671,54**

**2- Remuneration and social charges.** **29671,54**

455000 Remuneration payable // Administrative 348,30

456000 Holiday Provision 29323,24

**X. Adjustment account** **53492,00**

493000 Revenues to be reported 53492,00

**LIABILITIES** **166483,67**



## **INCOME STATEMENT**

<b>I. Sales and services</b>	<b>597313,84</b>
<b>Turnover</b>	<b>278313,96</b>
701000 Sales in Belgium (finished products)	3704,00
701100 Membership Renewal	123160,00
701300 New memberships	22083,00
701400 Associate Members	35200,00
702200 Registration fees for Plenary meetings	38084,15
702300 Registration fees for Satellite meetings	1910,00
702400 Campus registration fee	9045,00
702500 Fees preparation conferences	45127,81
<b>OPERATING INCOME</b>	<b>319535,88</b>
737000 Subsidy	12000,00
737100 Vlaamse Gemeenschap	25000,00
737148 Creative Europe (PAT) 2017 -2021	264325,10
737157 Creative Lenses	13005,45
743100 Recovery of travel expenses	1734,53
743610 Contribution to the rental of the office	1000,00
743700 Late fee for payment	2570,80
<b>I. Supplies, goods; services and other goods</b>	<b>246145,05</b>
<b>Supplies, goods</b>	<b>164046,15</b>
<b>PURCHASES</b>	<b>164046,15</b>
600110 Conference room rental	269,80
600120 Rental of technical equipment	1637,44
600310 Phones	27,33
600400 Office Supplies	454,20
600410 Post, parcels, recorded post.	78,78
600420 Printing (photocopies)	1984,11
600430 Design	1270,11
600630 Honorary Speakers	16491,31
600645 Honorary Consultant – Website	16485,04
600646 Honorary Designer	14837,00
600650 Honorary Translations	3492,71

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600660 Honorary Trainer	8760,13
600690 Other fees	300,00
600691 Honorary documentation (photos, Video)	2250,00
600692 Honorary publications (reporters, articles, Author's rights)	13579,75
600700 Travel staff	7736,64
600705 Guest travels (speakers, moderators)	21914,05
600710 Staff accommodation	8270,73
600715 Guest accommodation (speakers, moderators)	14379,13
600720 Perdiem Staff BE	7215,00
600721 Perdiem Staff NL	680,00
600725 Perdiem guests	1200,00
600730 Local staff transportation	7,60
600736 Other charges	212,24
600740 Catering / Restaurant / Canteen	10927,98
600750 Other travel expenses (extra bag, visa,)	1184,57
600800 Representation	1403,29
600900 Travel grants (train, plane, bus ...)	4471,32
600910 Housing Exchange (hotel, RB & B ...)	2525,89
<b>Services and other goods</b>	<b>82098,90</b>
<b>Rental charges</b>	<b>20212,29</b>
610100 Rental charges (rent, heating, etc ...)	20212,29
<b>Shipments</b>	<b>20090,33</b>
610300 Cleaning	4918,77
611200 General Development Costs	1085,37
612100 Admin. domain name, hosting	204,75
612200 Cloud, common server	1356,30
612300 ADSL, ISDN (Internet connection)	1123,72
612400 Phone	2760,58
612600 Office supply	459,69
612650 Software, hardware.	2640,43
612660 Software, hardware	62,29
612670 Software, hardware	1674,60
612700 Post, parcels, recommended ...	136,08
612750 Printing and Design	98,15
612760 Printing and Design	140,26
612880 Books, documentation, newspapers ...	70,45
612890 Entrance performances, museums, conferences)	333,00
612900 Membership fees	1215,00
612950 Belgian Monitor	132,98

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614100 Mensura - medical expenses	536,95
614200 Other Staff costs	305,01
614300 Training	200,00
614500 Gifts for Staff	635,95
<b>Fees and royalties</b>	<b>17773,06</b>
613500 Honorary Webmaster	1815,00
613550 Computer Maintenance Fees	1916,64
613800 Honorary Management	3660,57
613810 Honorary Management	92,50
613820 Honorary Management	688,35
613900 Copyright	9600,00
<b>Insurance</b>	<b>1518,34</b>
610200 Office Insurance (Furniture)	1101,06
613100 Translation Fees	417,28
<b>Commissions and fees</b>	<b>5428,48</b>
613200 Accounting Fees	3928,48
613201 Fees Tax advice	1500,00
<b>Travelling expenses</b>	<b>17076,40</b>
613400 Voluntary and interns reimbursements	2215,00
615100 Travel staff, board & others (not attributed to a project).	2470,45
615200 Staff accommodation, board & others (not attributed to any project)	5239,66
615400 Local transport (Train, taxis ,etc..)	560,79
615450 Other travel expenses - visa, baggage, etc ...)	4713,21
615500 Catering / Restaurant / Canteen (not attributed to any project)	1638,14
617000 Representation (not attributed to any project)	239,15
<b>A.B. Gross operating margin (positive balance)</b>	<b>351704,79</b>
<b>_C. Remuneration, social security and pensions</b>	<b>328807,60</b>
620000 Gross Salaries BE	197767,03
620001 Gross Salaries NL + IS Costs	76828,80
621000 Social charges employer BE	43420,18

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621002 Employer and employer social charges	4290,00
622100 Reimbursement for public transport	1819,00
623000 Meal vouchers	7234,69
624000 Provision holiday savings	29323,24
624100 Provision holiday allowance (-).	(29967,98)
626000 Insurance for Personnel (Accident, etc...)	1621,10
628001 Holiday Allowance NL	(3528,46)

**D. Depreciation and amounts written down on formation expenses  
on intangible and tangible fixed assets**

630200 Depreciation	1774,67
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**G. Other operating expenses**

640000 intra-Community VAT not recovered ...	5329,07
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**I. Non-recurring operating expenses**

660000 Exceptionalle Charges ...	14738,43
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**Operating profit**

**II. Financial Income**

**A. Recurring financial products**

751000 Contributions to administrative costs	8960,00
754000 Differences of payment // Difference ...	3,76

**II. Financial expenses**

**A. Recurrent financial charges**

654001 Late fees for payment	58,16
655010 Foreign exchange differences	234,17
659000 Bank fees, post office fees	1689,04
659100 Fees for banks, post office checks	1588,63

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**Profit for the year before taxes**

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**6448,78**

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**Profit for the year**

**6448,78**

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**Profit from the exercise to be allocated**

**6448,78**

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## ASSIGNMENTS AND LEVIES

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<b>A. Profit to be allocated</b>	<b>41256,69</b>
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<b>Profit from the exercise to be allocated</b>	<b>6448,78</b>
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<b>2- Profit carried forward from previous year</b>	<b>34807,91</b>
790000 Profit carried forward	34807,91

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<b>C. Allocation to equity</b>	
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<b>D. Result to be reported</b>	<b>41256,69</b>
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<b>I. Profit to be carried forward</b>	<b>41256,69</b>
693000 Profit to be carried forward	41256,69