



Order to carry out an inventory of VŠTE's assets and liabilities for the year

This regulation requires the conduct of an inventory of VŠTE's assets and liabilities pursuant to Sections 29–30 of Act No. 563/1991 Coll., on Accounting, as amended, and in accordance with Organisational Directive No. 18/2012.

I hereby order the inventory to be carried out as **at 31 December** an inventory of the following assets and liabilities of VŠTE:

Fixed tangible assets, other tangible assets (insignia, etc.), minor tangible assets, intangible assets (software), securities, cash on hand, materials in stock (office supplies, etc.), goods in stock, cash on hand, funds in bank accounts, receivables and liabilities

Central Inventory Committee:

Chair:

Members:
.....

The Committee shall organise and oversee the inventory and shall submit a final report on the periodic inventory of VŠTE's assets for the year ... by 31 January

Liquidation Inventory Committee:

Chair:

Members:
.....

It collects proposals from the individual chairs of the Sub-Inventory Committees regarding the disposal of assets. After reviewing and approving them, it forwards the proposal for the disposal or, where applicable, liquidation. It attaches the disposal record to the final inventory report.



Sub-Inventory Committee No. 1

Chair:

Members:
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.....
.....

Inventory Committee No. 1 shall carry out an inventory of fixed assets and minor tangible assets. All employees entrusted with assets shall carry out an inventory of the items entrusted to them together with Inventory Committee No. 1

Sub-Inventory Committee No. 2

Chair:

Members:
.....

Inventory Committee No. 2 shall carry out an inventory of cash on hand, meal vouchers, vouchers and other securities.

Sub-Inventory Committee No. 3

Chair:

Members:
.....

Inventory Committee No. 3 will carry out an inventory of specialist literature in the library.

Sub-Inventory Committee No. 4

Chair:

Members:
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Inventory Commission No. 4 shall carry out an inventory of intangible fixed assets, bank account balances, cash in transit, land, and accounts receivable and payable in account class 3

Sub-inventory Committee No. 5

Chair:

Members:

.....

DIK No. 5 shall carry out an inventory of materials and goods in the canteen, materials in the registry office, and promotional items intended for sale.

Each sub-inventory committee shall draw up a report on the conduct of the inventory, lists of any inventory discrepancies identified, and shall submit the results to the central inventory committee by 20 January at the latest

Valid from 1 November to 31 January

Effective from 1 November ... to 31 January ...

Prepared by:

Date:

Director of the Economics Department, VŠTE

Approved by:

Date:

Rector of VŠTE



**List of documentary inventory DIK No. 4
as at 31 December**

Synthesis account –

Analytical account number: account name: closing balance:

The total balance on the synthetic account is **CZK**, which agrees with the balance stated in the Balance Sheet as at 31 December prepared in accordance with Decree No. 504/2002 Coll., as amended, effective for accounting entities using the chart of accounts for non-profit organisations.

Number of appendices:

Inventory Commission DIK No. 4

Chair:

Members:

Date:



Appendix No. 3

**Minutes of DIK No. on the conduct of the regular inventory of VŠTE ČB
as at**

Pursuant to Directive No. 18/2012 on Inventory and its Conduct and the Rector's order, a regular *physical/documentary* inventory of assets and liabilities recorded in the following accounts was carried out:

Synthetic account Analytical account Name Book balance Physical balance Difference

The inventory was commenced on and completed on

Conclusion:

Describe the identified shortcomings and defects, including an explanation of the inventory discrepancies and a proposal for their resolution.

Number of pages in the appendices:

DIK No.:

Chair:

Members:

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In České Budějovice on