



Wikimedia Ukraine: A tool to track expenses and prepare financial reports

2015

Dreams/Ideas turn into projects to come true

Projects need plans and resources, so we submit **grants**

Expenses occurred along the way are to be **tracked** and **analyzed**, **reports** are to be **prepared**, lessons learned are to be written down

And for this we need **TIME**

and **volunteers'** time and efforts are to be **valued**, because they are **scarce**

motivation can significantly decrease if only **routine** remains

thus we thought to create a **tool** to have our expenses tracked and financial reports prepared having all the **data**

WMUA Grant Budget for 2014



Project budget table [\[ред.\]](#)

Number	Category	Total cost	WMF contribution	Other sources	Currency	Notes
1	WEP and GLAM events	616.00 ^[4]	522.00	94.00	USD	
2	Wikiexpeditions	1788.00	1722.00	66.00	USD	
3	Wiki events	3906.00	3180.00	725.00	USD	
4	Publishing	2502.00	2502.00		USD	
5	Souvenirs and Wikizghushchivka	1001.00	1001.00		USD	
6	Library	250.00	250.00		USD	
7	Office and supplies	2502.00	2502.00		USD	
8	Wiki Loves Earth	23389.00	19897.00	3489.00	USD	
9	GLAM equipment	980.00	980.00		USD	
10	Administrative expenses	1052.00	639.00	413.00	USD	
Total		37982.00	33195.00	4787.00	USD	

Detailed breakdown [\[ред.\]](#)

Detailed breakdown



Detailed breakdown [\[ред.\]](#)

Number	Item description	Unit	Qty	Cost per unit UAH /USD	Total cost USD	WMF contribution (USD)	Other sources (USD)	Notes
1. WEP and GLAM events					616.00	522.00	94.00	
1.1	Wikiworkshops (travel and per diems for conducting workshops)	event	10	375.00 UAH / 46.92 USD	469.00	375.00	94.00	WMF contribution covers cities where we have no volunteers at all or not with specific skills. There are also volunteers willing to conduct wikiworkshops in their own town, or while traveling (e.g. on business)
1.2	Travel (travel and per diems for signing the agreements etc)	event	3	375.00 UAH / 46.92 USD	141.00	141.00		Sometimes partners can cover these expenses, but it is really uncommon. Sending by post is not advised, as if lost, it would be very difficult to get a rector to sign the agreement again (and without this document it is really tricky to start working, especially on WEP)
1.3	Materials (printing out the materials for the workshops)	event	10	5.00 UAH / 0.63 USD	6.00	6.00		
2. Wikiexpeditions					1788.00	1722.00	66.00	

Expenses: tracking



WM UA finance

Operations

bygrantrow.operations

bygrantrow.statistics

Resolutions

Statistics



Projects

Categories

Grants

Dates

Filter

Date	Project	Category	grant.row	Grant	Amount	Description
2014-05-12	віківишколи	відрядження/транспортні витрати	1.1	Programs in Ukraine 2014	22,76	atoly
2014-05-20	віківишколи	відрядження/транспортні витрати	1.1	Programs in Ukraine 2014	22,76	atoly
2014-05-26	віківишколи	відрядження/транспортні витрати	1.1	Programs in Ukraine 2014	226,88	антінومی херсон
2014-05-26	віківишколи	відрядження/транспортні витрати	1.1	Programs in Ukraine 2014	133,36	антінومی херсон
2014-05-30	віківишколи	відрядження/транспортні витрати	1.1	Programs in Ukraine 2014	64,95	ата одеса
2014-06-20	віківишколи	відрядження/транспортні витрати	1.1	Programs in Ukraine 2014	172,17	ата одеса

Expenses: reporting



WM UA finance

Operations

bygrantrow.operations

bygrantrow.statistics

Resolutions

Statistics

Projects

Categories

Grants

Grants:PEG/WM UA/Program

Dates

rate

Filter

by.grant.row

Code	Description	Budgeted (USD)	Expenses (UAH)	Expenses (USD)
1.1	Wikiworkshops (travel and per diems for conducting workshops)	187	1826.36	113.51
1.2	Travel (travel and per diems for signing the agreements etc)	64	0	0
1.3	Materials (printing out the materials for the workshops)	6	0	0
2.1	Wikiexpeditions (by bus, train or car)	465	4112.78	255.61
2.2	Wikiexpeditions (by bike)	0	0	0
2.3	Wikiexpeditions (on foot)	2	0	0
2.4	Photo grants (accreditations, tickets for events)	450	738.8	45.92
2.5	Budget camera for Wikiexpeditions	125	2890.36	179.64
3.1	Hall rent	250	9804.36	609.34

Expenses: analyzing

ua.herokuapp.com/statistics routine

WM UA finance Operations bygrantrow.operations bygrantrow.statistics Resolutions Statistics

Projects Categories Grants

Dates

FROM TO

Jan 2014							Dec 2014						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4	30	1	2	3	4	5	6
5	6	7	8	9	10	11	7	8	9	10	11	12	13
12	13	14	15	16	17	18	14	15	16	17	18	19	20
19	20	21	22	23	24	25	21	22	23	24	25	26	27
26	27	28	29	30	31	1	28	29	30	31	1	2	3
2	3	4	5	6	7	8	4	5	6	7	8	9	10

Expenses: by projects



Projects

Categories

Grants

Dates

Filter

By Project

Project	Amount
CEE Meeting	54964,72
адміністрування	9212,47
бібліотека	968
видавничі витрати	8263,63
ВЛЗ	82760,36
ВЛП	71533,79
віківишколи	1969,25
вікіекспедиції	10595,56
вікіконференція	21713,65

Expenses: by categories



WM UA finance

Operations

bygrantrow.operations

bygrantrow.statistics

Resolutions

Statistics

By Category

Category	Amount
адміністративні/банківські витрати	5034,38
адміністративні/канцтовари	2754,56
адміністративні/оплачуваний працівник	17742
адміністративні/реєстрація доменного імені	693,53
адміністративні/хостинг	2112
відрядження/оформлення документів	5103,59
відрядження/проживання	10000
відрядження/транспортні витрати	12389,6
загальні/видавничі витрати	47535,63
загальні/вікісувеніри	26080,5
загальні/оренда офісу	19725,66
загальні/офісне обладнання	10679,12

Expenses: souvenirs



By Project

Project	Amount
CEE Meeting	10350
ВЛП	6750
вікісувеніри	8980,5
Total	26080,5

By Category

Category	Amount
загальні/вікісувеніри	26080,5
Total	26080,5

By Grant

Grant	Amount
Grants:PEG/WM UA/CEE Meeting 2014	10350
Grants:PEG/WM UA/Programs in Ukraine 2014	8980,5
Grants:PEG/WM UA/Wiki Loves Monuments 2014	6750
Total	26080,5

Expenses: by grants



WM UA finance

Operations

bygrantrow.operations

bygrantrow.statistics

Resolutions

Statistics

By Grant

Grant	Amount
Grants:PEG/WM UA/CEE Meeting 2014	54964,72
Grants:PEG/WM UA/Kolessa recordings digitalisation	2690,64
Grants:PEG/WM UA/Programs in Ukraine 2013	40834,54
Grants:PEG/WM UA/Programs in Ukraine 2014	174697,26
Grants:PEG/WM UA/Wiki Loves Monuments 2014	41147,81
Grants:PEG/WM UA/Wikimedians to the Games	20000
волонтерська робота	1000
інші цільові внески (партнери)	34300
Total	369634,97

We want it to be...

- **simple**, so anyone can use it
- **intuitive**, so there is no need to teach how to work with it
- **useful**, so we can use the raw data provided and to create reports we need
- **closely connected to our grants** and more **analytical**
- **with additional features we need** (scans of the documents can be attached to the operation itself for verification)



Thank you!
Gracias! Дякую!

wm-ua@wikimedia.org

Developed by [[User:Ilya]]

Presented by [[user:antanana]]