



Dean's Directive No. 11/2024

## **Inventory Checking in 2024**

Pursuant to Accounting Act No. 563/1991 Sb. as amended (Sections 29 and 30), Regulation No. 504/2002 Sb., implementing certain provisions of Act No. 563/1991 Sb., and in connection with Rector's Directive No. 52/2018, the individual units of Charles University are obliged to verify whether the recorded assets and liabilities correspond to the actual situation as of the date of the annual financial statement, i.e., as of 31 December 2024.

For this reason, *I instruct that an inventory of assets and liabilities must be carried out, the inventory plan must be set out for 2024 (Appendix No. 1), and the Inventory Commission must be appointed (Appendix No. 2).*

The following procedure must be followed for the inventory check of assets:

1. The employees who will directly participate in the inventory check must be trained by the chairperson of the Inventory Commission, Mrs Adéla Kačerová, on the method and objectives of the inventory check and on the competencies and responsibilities of the members of the Inventory Commission. They will confirm in writing that they have received this training.
2. The employees appointed to the Inventory Commission and other employees who are directly responsible for the assets to be inventoried are obliged to participate in any work related to the preparation of the inventory check. Any deviation from the desired situation must be reported to the chairperson of the Inventory Commission without delay during the ongoing inventory check.
3. Prior to commencing the inventory check, employees who are responsible for assets must submit a written declaration to the Inventory Commission, stating that:
  - All documents relating to the status and movement of the assets handled by them have been entered into the accounts; and
  - All receipts and expenses of such assets have been entered into the accounts.
4. The Inventory Commission will draw up a record of the result of the inventory checking of each area (according to the Inventory Plan) which will include:
  - Subject of the inventory check;
  - Date on which the inventory check was carried out;
  - Date on which the inventory check was commenced and completed;
  - Method of carrying out the inventory check (physical or documentary inventory);
  - Any defects identified during the inventory check;
  - Determination of the actual assets and liabilities by a physical or documentary inventory;
  - Recording of the actual situation in inventory lists by providing units of quantity and valuations;
  - Comparison of the actual inventory found with the individual items of assets and liabilities;
  - Settlement of inventory discrepancies, including making appropriate entries in the accounting books;

- Evaluation of the condition of the assets with regard to depreciation provided that in the event of a temporary fall in their price, valuation allowances will be made or identified;
  - Names of the members of the Inventory Commission who will sign the inventory record;
  - Statement as to whether relevant material liability agreements have been entered into;
  - Proposals for measures which will prevent the occurrence of discrepancies between the recorded and the actual inventory; and
  - Proposal for an effective disposal of identified unnecessary and unusable stock.
5. The employee responsible for the assets being checked will confirm in writing that the physical inventory check was carried out in his or her presence. Compensation for deficits and damage will be claimed from the employees responsible for the particular area of the management entrusted to them in accordance with the relevant provisions of the Labour Code.
  6. The inventory check and verification that the assets and liabilities in the accounts correspond to the actual situation will be carried out by the date of the financial statement, i.e., 31 December 2024. The physical inventory check will be carried out by 30 November 2024.
  7. The Inventory Commission will draw up a final report on the result of the inventory check for 2024 which it will forward to me for approval and signature by 31 January 2025.
  8. Any inventory discrepancies will be entered into the accounts for the period for which the inventory check verifies the assets and liabilities, i.e., 2024.
  9. The approved final inventory report will be forwarded by the head of the Faculty Economic Office to the Central Inventory Commission of the University by 20 February 2025.

The following appendices form an integral part of this Directive:

Appendix No. 1 – Inventory Plan for 2025

Appendix No. 2 – Appointment of the Inventory Commission

In Prague on 17 October 2024

Doc. Jan Roskovec, Ph.D.  
Dean