

Instruction of the Dean of the Faculty of Medicine of Masaryk University No. 1/2020

to carry out an inventory of assets and liabilities as at 31 December 2020

(dated 14.9.2020)

According to the Rector's Directive No. 5/05 Inventory at Masaryk University in Brno and on the basis of:

- Order of the Bursar to carry out an inventory of assets and liabilities as at 31 December 2020, No. MU-IS/120044/2020/1198562/RMU, dated 26 June 2020 and
- Implementing Instruction of the Bursar to conduct an inventory of assets as of 30 September 2020, No. MU-IS/121076/2020/1199618/RMU, dated 30 June 2020,

I hereby announce that a proper inventory of the assets and liabilities of the Faculty of Medicine of Masaryk University has been carried out University (hereinafter referred to as LF MU) as of 31 December 2020.

I. Taking stock

(1) The following guidelines will be used to carry out the inventory of assets:

- a. the inventory as of 31.12.2020 will be carried out according to the procedures set out in the Implementing the instruction of the Bursar to carry out an inventory of assets as of 30 September 2020,
- b. the timetable for individual inventories, the organisation and the method of execution are determined by the above-mentioned MU regulations, which are Annexes 1 and 2 to this instruction,
- c. the list of inventory sections at LF MU for the inventory of assets as of 30 September 2020 is Annex 3 to this Instruction.

II. Inventory Commission

(1) In order to ensure and properly carry out this inventory of assets in the individual inventory sections, I hereby appoint the chairpersons and members of the Local Inventory Committees (LICs) in the composition set out in Annex 3 (Parts 3/1 to 3/3 inclusive).

(2) I hereby authorise the chairmen and members of the sub-inventory committees (DICs) consisting of:

Chairman: Ing. Michal Sellner

Members: Mgr. Mgr. Ing. Marta Tesařová, Mgr. Michal Koščík, Ph.D., Jana Zetochová,

Dana Valášková, Naděžda Stošková

- (3) This instruction to carry out an inventory at LF MU is also a mandate to carry out inventory.

Masaryk University, Faculty of Medicine

Kamenice 753/5, 625 00 Brno, Czech Republic

- (4) The inventory records with attachments concerning the inventory of assets as of 30 September 2020 will be submitted by the chairpersons of the MIK to the Economic Department of the Dean's Office of the Faculty of Arts, University Campus, Kamenice 5, Brno-Bohunice, Hall A17, Room 307 no later than **Friday 30 October 2020.**
- (5) The documentary inventory of synthetic or analytical accounts managed exclusively by the LF MU Development and Project Support Department and the LF MU Research, Development and Project Support Department is prepared by these departments. The documentary inventory of other accounts is prepared by the Economic Department of LF MU.

III. Final provisions

- (1) The DIK and MIK are governed by Act No. 563/1991, on Accounting, as amended (Part Five, Sections 29 and 30), Rector's Directive No. 5/05 Inventory at Masaryk University in Brno, the Instruction of the Bursar on the Inventory of Assets and Liabilities and the Implementing Instructions of the Bursar on individual inventories in 2020.
- (2) I hereby delegate the interpretation of the individual provisions of this instruction to the Head of the EO of LF MU.
- (3) I delegate the continuous updating to the Head of the EO LF MU.
- (4) Compliance with (this standard) is monitored by the LF MU Secretary.
- (5) The Instruction shall enter into force on 14 September 2020.
- (6) The Instruction shall enter into force on the date of its promulgation.
- (7) The following annexes are part of this guidance note: (available [here](#))
 1. Order of the Bursar to carry out an inventory of assets and liabilities as of 31. 12. 2020,
 2. Implementing Instruction of the Bursar to conduct an inventory of assets as of 30 September 2020,
 3. List of inventory sections and designation of MIK chairmen and members for the inventory property as of 30. 09. 2020.

In Brno, 14 September 2020

prof. MUDr. Martin Repko, Ph.D.

Dean of the Faculty of Medicine