



## 6d. GUIDELINES FOR THE ACI TREASURER

The Treasurer is in charge of the funds of ACI in accordance with ACI rules. ACI's financial year runs from 1st of September to the 31<sup>st</sup> of August. Regularly check that all the funds are deposited in accounts that earn the highest rate possible.

### 1. GENERAL DUTIES

- Prepare statements of accounts and a report for each Board meeting
- Be in charge of ordering, selling and distributing the ACI pins and banners.

Prices as follows:

**ACI pin** : € as per the current production costs each. The ACI Board pays the shop price of cost.

All profit goes to the ACI Shop.

**Presidential pin** : € as per the current production costs each. All profit goes to a service project at the discretion of the ACI Board.

### 2. BUDGETING AND ACCOUNTING

- Officers' travel:
  - Visits to Full Member and Associate Member countries' AGMs, charters and anniversaries.
  - Visits to travel for extension, and charters of new countries.
- Board meetings:
  - The travel costs of the Board members to the Board meetings.
  - The Meeting's costs.
  - The subsidized costs of any Board Assistant who is invited at the request of the ACI Board to travel to a particular meeting or event

### 3. YEAR PLANNER

#### a. SEPTEMBER / OCTOBER :

##### ❖ THE AGM CONFERENCE

At the ACI Conference, pay back the costs incurred: scenario, agenda, etc

At the Board Meeting immediately following the International AGM, hand out expense sheets to all the new board members and ask for the name, account number and full postal address of their bank.

Allowances to all board members:

- \* 0,30 € pr.km or the cheapest and most efficient means of travel by air, sea or rail.
- \* Postage, photocopying.
- \* The accommodation costs of board meetings or alternatively 100€ per day for home-hosting during board meetings (from the day of arrival till the day of departure)

## ❖ THE HAND-OVER MEETING

### **The former Treasurer:**

- Handles all monetary issues at the Conference
- Takes care that the new Treasurer has the membership figures and the addresses of the new national officers to be able to collect the capitation fees.
- Updates the book-keeping until the hand-over
- Archives all the Accounts and retains original information at home for 10 years.

### **The new Treasurer**

- Sends out the invoices for the capitation fees.

#### b. **OCTOBER**

Immediately after the AGM (or by mid November), send an Invoice for the Capitation Fee to the Treasurers / National Presidents / Chairmen of Clubs. Remind them that the fees are due by the 1<sup>st</sup> of December and that they should be sent direct to the bank account of ACI.

Capitation fees due from each country are calculated on the number of members immediately after their last AGM. The capitation fees will have been set at the last International AGM (i.e. one year in advance).

Immediately after the Board Meeting, order nametags for the international board's chains of Office, President, Past President, Secretary, and Treasurer

Within 6 weeks of the AGM the Treasurer must ensure that all finances are published in terms of the regulations of being a registered NPO

#### c. **MARCH**

For the Board Meeting 3, prepare the budget for the following year. Consult the incoming President about the possible changes and details.

Prepare a half yearreport on the finances for BM3 which will be shared at the ACI Forum.

#### d. **MAY**

Ask and remind the Board Members to bring all their receipts and costs to the Board Meeting 3 as well as the estimated travel expenses for the coming year. Try to make the books as ready as possible.

Finalize the Budget after Board Meeting 3 and email it to the Board Members in advance of BM4.

#### e. **JUNE**

Make the budgets and the books as ready as possible to be able to close them as soon as possible at the end of August.

#### f. **AUGUST/SEPTEMBER**

In August, get the books and accounts audited by a professional accountant. Send copies to all the National Presidents of the Member countries and ask them to circulate them to the members of their board. As soon as possible, send the financial report, balance sheet, and budgets to the ACI Secretary to be included in the AGM Agenda.

Six weeks before conference, acquire a new mandate form from the bank for the new Treasurer and President's signatures. You must notify the bank of the new Treasurer immediately after the Conference.

Arrange a mutually convenient hand-over with the incoming Treasurer.  
Prepare a full year report for the ACI AGM Booklet by the 15<sup>th</sup> of September.