



IAP

International Association of Prosecutors

IAP Financial procedures and procurement manual

(updated Beijing, 9 September 2017)

This manual is meant to list all procedures in place at Stichting Treasury International Association of Prosecutors (hereafter “Stichting Treasury”). These procedures should be followed at all times to ensure a smooth and controllable (financial) working environment. Any changes to procedures implemented in this manual should be updated promptly, so this document always reflects the actual procedures in process.

1. Officers and staff

The Stichting Treasury is the legal body and financial vehicle of the International Association of Prosecutors. The Secretary-General, the General Counsel and the Executive Director are appointed by the Executive Committee. Other staff members are appointed by the Secretary-General on behalf of the Stichting Treasury. The following positions are to be distinguished.

- **The Secretary-General** is Chairman of the Board of the Stichting Treasury. He is directing the management of the Stichting Treasury for the benefit of the Association. Together with two appointed Board Members he is responsible for the proper organizational and financial administration as a whole. He also supervises and oversees the day-to-day administration of the Bureau of the Association and manages the financial affairs. The Secretary-General has exclusive access to the IAP payment accounts and is responsible for the financial authorization of invoices in accordance with the double signature requirements. The Secretary-General is seconded to the IAP by the Dutch Prosecution Service. His full salary is covered by the DPS.
- **Two members of the Board** of the Stichting Treasury are, together with the Secretary-General, responsible for the proper running of the financial affairs of the Association. The members of the Board are appointed from the group of Executive Committee Members for a term of three years, with one possible extension for another three years. However, this membership of the Board will end as soon as the membership of the Executive Committee has ended. It should be avoided that both members of the Board step down in the same financial year. The office as Board Member is voluntary and unpaid.
- **The General Counsel** is the legal counsellor to the Executive Committee. He manages the professional programme and the project work of the Association. He is employed by the Stichting Treasury for a term of 6 years and is eligible for re-appointment.
- **The Executive Director** is responsible for the membership relations, recruitments and network expansion, the day-to-day administration of websites, networks and management systems and the logistical planning and running of IAP events. She is employed by the Stichting Treasury.
- **The Project and Community Manager** is responsible for the day-to-day community building. He is seconded to the IAP by the Dutch Prosecution Service. His full salary is covered by the DPS.

- **The Senior Legal Advisor** is supporting the General Counsel in the development and facilitation of training-, workshop- and conference programmes and in development of learning material and specialized resource databases. She is seconded to the IAP by the Belgian Prosecution Service, who also covers her full salary.
- **The Management Assistant**, supports the Secretary-General in the day to day operation of the Bureau of the Association in The Netherlands. The Management Assistant is employed by the Stichting Treasury.
- **The Bookkeeper**, currently externally contracted, supports the financial administration of the Association by maintaining financial records and ensuring that financial transactions are entered into the accounting software programme on a weekly basis so accounting balances accurately reflect income and outgo. The bookkeeper further ad-hoc supports the Secretary-General with other financial matters;

2. Membership administration

2.1 Administration of Individual Memberships

In accordance with the IAP Constitution Article 3.1 an application by a prosecutor for Individual Membership may be granted by the Secretary-General.

The Management Assistant is responsible for the day-to-day administration of the Individual members to include administration of applications, de-activations, renewals (collection of fees) and communication with individual members. These functions are administrated under the supervision of the Executive Director, on the authorization of the Secretary-General.

2.1.1 Applications for Individual Memberships are received electronically through an online application form, accessible from the public part of the IAP Website. The Management Assistant and the Executive Director receive a notification, when a new application has been submitted through the online system.

It is the responsibility of the Management Assistant to assess if applications contain sufficient information to determine the qualification for membership and to request further information from an applicant if necessary. When an applicant is considered qualified the Management Assistant will pre-approve the membership through the electronic membership administration system. The pre-approval notification contains full payment instructions to include a link to a secured online payment system. Only when the first payment has been received the application will be finally approved and considered fully valid. The membership will hereafter be subject to the terms of membership in accordance with Article 6 of the IAP Constitution.

2.1.2 Membership fee: It is the IAP Executive Committee who, on confirmation by the General Meeting, determines the level of the annual fee. The annual fee is at present set at 50 EUR (see article 5.2 Constitution).

2.1.3 Collection of membership fees: The online membership administration systems offers access to a secured online payment system, which ensure a quick and smooth transaction of the fee. The online payment software accepts transactions with following credit cards: MasterCard, Maestro, Visa, Visa Electron, JBS and China Union Pay. In accordance with the merchant agreement the Danish payment software supplier (Teller), the IAP Secretariat is being kept updated on payment transactions through electronic distributed advices. The fee paid for the transaction service is 2.5 % of full amount transferred.

Other payments methods accepted: Bank transfers and cash payments. Cash Payments can only be received by the Secretary-General or by a staff member authorized by him (see Article 3.1). Any member payment in cash will receive a numbered receipt of the payment and the membership profile of the payer will be updated electronically as part of process.

2.1.4 Renewal of membership: The Annual IAP Membership year runs from 1 January – 31 December.

January 1 the individual members will receive a call for payment of fee for current membership year. Lack of follow-up on payment calls will automatically generate a payment reminder. The system is programmed to generate 4 payment reminders in total within the first 6 month of current membership year, the last two will include a warning about a potential de-activation of the membership and loss of access to benefits of membership.

If payment of subscription is not made before 1 August the electronic administration system will automatically de-activate a membership. De-activation includes an immediate loss of access to the IAP websites and networks, access to IAP conferences, Trainings, Webinars and other benefits of membership. At the end of a current membership year a list of de-activated members is manually extracted from the database by the Management Assistant, who will reach out to each member individually to encourage them to renew. On authorization of the Secretary-General the Management Assistant might offer to waive the fee for a current period to ensure a re-activation.

In accordance with Article 6.1 of the IAP Constitution, an individual member of the association may be suspended or expelled by the IAP Secretary General if he or she is two years in arrears of their annual dues. Subsequent reinstatement may require the payment of any such arrears.

2.2 Administration of Organisational Memberships

In accordance with the IAP Constitution Article 2.6 admission to organizational membership shall be made by the Executive Committee. It is the responsibility of the Secretary-General to consider applications for organisational membership and to submit them to the Executive Committee for approval with his recommendations.

Authorized by the Secretary-General, it is the Executive Director who is responsible for the day to day management of Organisational Memberships to include; recruitment of new members (handling of applications), de-activations, renewals (collection of subscriptions) and communication.

Applications for organisational memberships are received manually through hard copy application forms and collected by the Executive Director. It is her responsibility to assess if applications are supported by sufficient information (IAP Constitution Annex 2) for the Executive Committee to determine, whether an application fulfils criteria in accordance with Article 2.2 and 2.3. Based on the collected information she will present the application with her recommendation to the Secretary-General. Based on the guidelines for determination of annual subscriptions to be paid by Organisational Members as established in the IAP Financial Protocol, the Secretary-General will consider and propose a level of the annual subscription for a consequent approval of the applicant.

When the Secretary-General has reached a financial agreement with an applicant he will submit the application to the Executive Committee with his recommendations. The Executive Committee have 10 days to consider an application. Hereafter the Secretary-General will inform the applicant about the outcome of the consultation round.

When an application has been approved the applying organisation will receive a final approval of the membership, which contains an invoice and full payment instructions. Only when the first payment has been received the membership will be considered fully valid and the organisation can start benefitting from the membership.

2.2.1 Collection of membership subscriptions: It is the IAP Financial protocol establishing the guidelines for the determination of subscriptions to be paid by organisational members. Annual subscriptions of Prosecution Agencies are payable primarily in accordance with their annual budgets. Annual subscriptions of Associations of Prosecutors are payable primarily in accordance with the number of individual members of the member association.

It is the Executive Director who is responsible for the issuing of invoices, which are all signed for approval by the Secretary-General. It is also the responsible of the Executive Director to keep the records of payments received from Organisational Members and updating payment details in the electronic membership database. She is also responsible for delivering status figures to the accountants (BTB) to support the drafting of the annual financial statements.

Payments are primarily received via wire transfers. Other payment methods accepted:

Credit Cards; Members preferring to pay by credit card will be allowed a special access to the secured payment system. Such payments will be recorded in the electronic payment system and handled in

accordance with the merchant agreement with the Danish supplier Teller (see terms referred to under individual members transactions).

Cash Payments can only be received by the Secretary-General or by a staff member authorized by him. Any member paying their subscription in cash will receive a numbered receipt of the payment and the membership profile of the payer will be updated electronically as part of process.

2.2.2 Renewal of membership: The Annual IAP Membership year runs from 1 January – 31 December.

In first month of the new membership year the Executive Director will distribute invoices accompanied by a letter updating member on goals reached and future focus areas.

If payment of annual subscription has not been received before 1 May the Executive Director will send a kind payment reminder. If payment has not been received before the 1 August the Executive Director will send a second payment reminder, which includes a warning about potential loss of access to benefits of membership to include eligibility to register for IAP events. On authorization of the Executive Committee the Secretary-General may in exceptional circumstances waive in whole or in part the dues payable by an organisational member to ensure re-activation of membership.

It is the responsibility of the Executive Director to keep the Secretary General and through him the Executive Committee updated on the payment status of each organisational membership and to recommend the Executive Committee to suspend membership of or expel and organisational member in accordance with Article 6.3 of the IAP Constitution.

2.3 Revenues from meetings (levies) and other income

Revenues from meetings and other projects are to be recorded based on agreements made by the Secretary General, supported by the Executive Director and/or the Project & Community Manager, with the local host or other organizations. Revenues should be received through the bank account of the Stichting Treasury. The records of the revenues of an event need to be provided to the bookkeeper. The bookkeeper will match received revenues to the records of the revenues and report any discrepancies to the Secretary-General.

3. Payment processing on outgoing invoices

3.1 Cash

Cash payments can only be accepted by the Secretary-General or with his permission. Cash payments to other staff members must be refused. A member paying by cash must be issued a numbered receipt. The received cash must be brought to the office at the earliest convenience, along with the copy of the receipt.

The cash should then be counted by the Secretary-General in the presence of a staff member and stored in the office safe. The receipt is given to the Management Assistant, who updates the cash register and scans the cash receipt. The Management Assistant sends these digital copies to the bookkeeper along with the updated cash register on a monthly basis, who processes them in the financial administration. The Management Assistant also updates the membership administration with the received payment.

3.2 Cheques

The Management Assistant scans received cheques. The Management Assistant then gives the cheques to the Secretary-General, who sends them to the ABN AMRO Bank to be cashed by automatic deposit on the bank account. Cheques cannot be cashed for cash. The Management Assistant updates the membership administration with the received payment and sends the scans of the cheques along with the invoice number the cheque is payment for, to the bookkeeper. The bookkeeper processes the cheque in the financial administration as payment for the invoice and as an amount to be received. When the payment is received on the bank account, it will be deducted from the to be received amount in the financial administration.

3.3 Direct bank transfer

All bank mutations are directly pushed into the financial administration. The Management Assistant updates the membership administration based on the received payments according to the bank statements. Once every quarter the bookkeeper and the Executive Director respectively the Management Assistant check if the received payments according to the financial administration and the membership administration match. Any explainable errors are corrected; unexplainable errors are reported to the Secretary-General.

3.4 Credit Card

Payments received by credit card are automatically updated in the membership administration when the payment is done. The payments will also be processed automatically, although with a slight delay, as they will be processed when the bank receives the payments from the credit card company and sends the data directly into the financial administration. Once per month the bookkeeper and the Management Assistant check if the received payments according to the financial administration and the membership administration match. Any explainable errors are corrected; unexplainable errors are reported to the Secretary-General.

4. Incoming invoices and payments

Incoming invoices are received by the Management Assistant who attaches an authorization form to each invoice. The Management Assistant authorizes the form as a sign that the service connected to the invoice has been delivered and forwards the invoice with the authorization form to the Secretary-General for his

authorization. If the amount due is 500 Euro or less than 500 Euro or its equivalent in other currency, the Secretary-General signs the authorization form and proceeds with the payment on the invoice. After payment he gives the invoice back to the Management Assistant. If the amount due is more than 500 Euro or its equivalent in other currency, the Secretary-General signs his authorization and then forwards, through the Management Assistant, the invoice and authorization form to another Board member of the Stichting or to another member of the Executive Committee, who is appointed by the Executive Committee for this task, for a second authorization (four eyes principle). The (Board) member sends the invoice with the approved authorization form back to the Secretary-General (through the Management Assistant) who proceeds with the payment on the invoice. After payment he gives the invoice back to the Management Assistant. The Management Assistant scans the invoice with the authorization form (invoice is scanned first) and sends the digital copy to the bookkeeper who processes the invoice in the financial administration. The Management Assistant stores the original invoice with the authorization form in a binder.

The Project & Communications Manager is authorized, if necessary, to take the same role in the payment process as the Management Assistant.

4.1 Entering into long term engagements

Only the Secretary-General together with at least one other Board member is allowed to represent the Stichting while entering into engagements. Any contracts therefore need to bear the signatures of the Secretary-General and one other member of the Board or need the approval of at least one other Board member in a written way. Signed contracts will be made available to the bookkeeper for recording and wherever needed, processing in the financial administration by the Secretary-General as soon as the contracts are signed.

5. Cost declarations

Staff and Board members are allowed to declare costs made for the Stichting Treasury. An expense form needs to be filled out and accompanied by the invoices of the business expenses and send to the Secretary-General, who signs the expense form for approval. The payment procedure is the same as stated under 4 regarding invoices, with one exception, all declarations from the Secretary-General himself, also when less than 500 Euro, shall be authorized by another (Board) member as stated under 4.

5.1 Responsibility of the Authorized Approver

The Secretary-General and the Board member have the primary responsibility for ensuring compliance with this policy. The Secretary-General and at least one other member of the Board must verify that expenses (and related Expense Forms) meet the following criteria:

- The expense was incurred while conducting IAP business;

- The information contained on the Expense Form and in accompanying documentation is accurate and in accordance with this policy.
- The expense meets applicable guidelines.
- The expenditure is charged to the proper general ledger account(s).

5.2 Responsibility of Staff members

Staff members traveling on business or incurring entertainment or non-travel business expenses on behalf of the Stichting Treasury are responsible for complying with the policy and procedures as described herein. Individuals should exercise the same if not greater prudence and care in incurring expenses for the Stichting Treasury as they would for their own personal expenses.

5.3 Costs that can be declared

5.3.1 Transportation Expenses

5.3.1.a. Air Travel

- Travellers are expected to book the lowest-priced coach class airfare available with regular airline companies which fits the parameters of scheduling and time limitations. For flights of a long duration an upgrade to “Economy plus/Economy comfort” or equivalently will be reimbursed. Permission on beforehand of the Secretary-General is required.
- Business class and first class travel will not be reimbursed unless a letter is provided explaining the medical reasons or extenuating circumstances that require such service and only after written approval is given by the Secretary-General and at least one other member of the Board.
- Tickets purchased with personal frequent flyer miles will not be reimbursed.

5.3.1.b Lost or Excess Baggage

The airlines are responsible for compensating the owners of lost baggage. The Stichting will not reimburse travellers for personal items lost while traveling on business.

Staff members will be reimbursed for excess baggage charges when it is reasonable and necessary. Some examples are:

- when traveling with heavy or bulky materials or equipment necessary for business.
- when traveling for more than fourteen days.

Regular baggage charges are reimbursable with proper documentation.

5.3.1.c Cancellations and Change Fees

When a trip is cancelled after the ticket has been issued, the traveller should inquire about using the same ticket for future travel. Incurring cancellation and change fees for airline travel is a cost of doing business.

However, travellers must seek approval from the Secretary-General before initiating the change and explain the reason why the change was necessary on their expense forms.

5.3.1.d Unused/Voided Airline Tickets - Paper/Electronic (E-Tickets)

- Unused paper airline tickets or flight coupons may have a cash value and therefore must not be discarded or destroyed.
- To expedite refunds, unused or partially used paper airline tickets must be returned immediately to the travel agency that issued the ticket.
- To refund E-Tickets the travel agency that issued the ticket needs be notified and requested for a refund.
- Unused tickets must not be sent to the airline unless they were issued directly from the airline. Contact the airline for their return procedures and requirements.
- Travellers must not include unused tickets with their Expense forms.
- For a change fee, some non-refundable tickets can be used for future travel.

5.3.1.e Lost or Stolen Airline Tickets

Upon discovery of a lost or stolen ticket, the traveller should immediately report the loss to the issuing travel agency, which will file a lost ticket application. The standard time for a lost or stolen ticket to be refunded is ninety (90) days.

5.3.1.f Rail Travel

Rail travel may be used whenever the traveller finds it convenient.

All rail travel should be at the lowest available fare that offers reserved seating. For train travel of a longer duration (i.e. from The Hague to another country) an upgrade to first class or equivalent will be reimbursed. Permission on beforehand of the Secretary-General is required.

The Stichting Treasury can provide Public Transport Cards (OV-chip cards) to its employees to be used in The Netherlands.

5.3.1.g Taxis

Routine taxi rides taken on IAP business in The Hague area of 25 Euro or less may be reimbursed.

5.3.1.h Ground Transportation To and From Terminals and Within the Hague Area

The most economical mode of transportation should be used to and from air, bus, and rail terminals. Public transportation and shuttle services should be considered. Staff members traveling to the same location should share ground transportation whenever possible.

The Stichting Treasury can provide Public Transport Cards (OV-chip cards) to its employees to be used in The Netherlands.

5.3.1.i Rental Car Policy/Guidelines

Travellers may rent a car to/at their destination when:

- Driving is more convenient than airline or rail travel.
- Driving is necessary to transport large or bulky material.
- Use of car is necessary to conduct IAP business.
- It is less expensive than other transportation modes such as taxis, airport limousines, and airport shuttles.

5.3.1.j Rental Car Costs

- Reimbursable costs include the daily rental fee, mileage fee, gasoline charges, tolls, and authorized insurance charges.
- Non-reimbursable costs include, but are not limited to, car repairs, tickets, fines, and traffic violations.

5.3.1.k Authorized Rental Car Drivers

All individuals who intend to drive the rented vehicle must be listed with the rental agency for insurance purposes. Staff members, as well as spouses, friends, and other non-employees listed as drivers are covered only under insurance provided by the rental company or under the drivers' personal automobile insurance.

5.3.1.l Personal Car Usage Guidelines

Staff members may use their personal car for business purposes. It is the responsibility of the owners of vehicles being used for business to carry adequate insurance coverage for their protection and for the protection of any passengers. Travellers will be reimbursed for business usage of personal cars at the rate of 0,19 Euro per kilometre. This rate covers use of the vehicle and gasoline. Non-reimbursable items are: car repairs, rental car costs during repair of personal car, tickets fines or traffic violations. Parking fees will be reimbursed.

5.3.2 Lodging/Meal and Other Expenses

5.3.2.a Hotel Reservations

- Travellers should stay in a standard room using the best available rate whenever possible.
- An upgrade at the expense of the Stichting Treasury must be explained on the Expense form.
- Personal expenses incurred while traveling will not be reimbursed.

Travellers will be reimbursed for hotel expenses on a per diem basis using the per diem rates set by the Dutch tax authorities.

5.3.2.b Personal Meal Expenses While on Business

Personal meals are meal expenses of travellers who are on a business trip. Travellers will be reimbursed for personal meal expenses on a per diem basis using the per diem rates set by the Dutch tax authorities. Any meal provided by the hosts or included in the conference fee (if the conference fee is reimbursed by the Stichting or in any other way is not paid for by the applicant) should be deducted from the per diem rate.

5.3.2.c Business Meal Expenses

Business meals are defined as meals taken with colleagues or associates, if the meals have a strong relation with IAP business, for instance if specific business discussions took place. Employees will be reimbursed for business meal expenses based on reasonable actual costs as determined by the approver. A list of attendees must be attached to the expense report or documented on the receipt. Tips included on meal receipts will be reimbursed. As a general rule, employees should not tip more than 10-20% of the bill, depending on local habits.

5.3.2.d Alcoholic Beverages

The Stichting Treasury will not reimburse the cost of alcoholic beverages, unless consumed during a business meal.

5.3.3 Other Expenses

5.3.3.a Telephone/Internet Usage

Travellers will be reimbursed for business phone calls and Internet services:

- That are reasonable and necessary for conducting business,
- When the hotel bill with the itemized calls is attached to the Expense form, or
- When an original phone bill is attached to the expense form.

5.3.3.b Memberships

Memberships of professional societies, organizations, or institutions that are a requirement of the employee's job are reimbursable. Individual dues for membership in any club organized for outside business, pleasure, recreation, or any other purpose are not reimbursable.

5.3.3.c Personal/Vacation Travel -Combining Personal with Business Travel

Personal/vacation travel may be combined with business travel provided there is no additional cost to the Stichting Treasury and with appropriate Board approval. Travellers should submit reimbursements with proper documentation clearly showing the business and personal portion the airline ticket, and hotel bill. In the case of airline tickets, the employee should be able to show that the personal portion of the trip did not result in an increased airfare, or be prepared to pay the difference.

5.3.3.d Documentation requirements

In order to comply with Dutch tax rules, employees must substantiate the date, place, and business purpose of the meal. An original receipt must be submitted with the Expense form for any business meal or entertainment expense. Receipt "stubs" are not an accepted form of documentation. Attendees should always be listed on the expense form.

5.3.3.e Dutch Tax Per Diem Regulations

The Dutch tax authorities regulations and reporting requirements governing per diems vary as follows:

- Employees: If the Dutch per diem rate for the given location is too low to stay in a proper hotel or a hotel that is specifically connected to the attended meeting or conference, the excess amount can

be reimbursed with permission of the Secretary-General and a (Board) member. However this excess amount can be subject of Dutch tax regulations.

- Independent Contractors, Consultants, Non-Employees, etc., cannot receive a per diem unless agreed on in the contract.

5.4 Other costs and financial regulations

5.4.1 Advancements and payments

- Advances and reimbursements must be made only for travel, entertainment or non-travel business expenses that directly benefit the IAP.
- Employees must provide an expense form (with appropriate documentation) substantiating the amount, time, use, and business purpose of the expenses within a reasonable period of time.
- Any amount paid to the employee that is more than the business-related expenses adequately accounted for must be returned within a reasonable period of time.

5.4.2 Timeliness of Reporting

The following procedures are intended to provide for the timely and accurate reporting of travel, entertainment and non-travel business expenses:

Employee claims for reimbursement of approved travel, entertainment and non-travel business expenses, and the return of any advances in excess of substantiated expenses, must be received by the Secretary-General preferably as soon as possible but no later than thirty (30) days after completion of a trip or the date on which an entertainment or non-travel business expense was incurred.

5.4.3 Corporate Card Billing and Payment

When submitting a corporate card bill for payment all original receipts must be attached to the expense form.

5.4.4 Receipts

For daily meal expenses to be reimbursed under the per diem rate no receipts are required.

For all other reimbursements the employee will be reimbursed only on:

1. Original folios for all lodging expenditures regardless of the amount,
2. Original receipts for all expenditures.

5.4.5 Electronic Receipts

Supporting documentation for on line booking or purchases must be a receipt and not a confirmation or reservation (click the “receipt” button when printing). The e-ticket must include the following:

- passenger or customer name;
- issue date;
- ticket number* of other proof of purchase;
- total payment;

- itinerary or routing; for events: name and date of conference;
- payment type.

*A ticket number on the receipt indicates that a ticket has been purchased.

5.4.6 Signatures and Approvals

The reimbursee must sign the expense report requesting reimbursement, which is their testament to incurring expenses while in the conduct of IAP business.

Approver should be the Secretary-General and at least one other Board member.

5.4.7 Reimbursement Payments

Reimbursements are currently processed as incoming invoices; payments will be made by direct bank transfer to the reimbursee's bank account only.

5.4.8 Cash Advances

Cash advances will be issued to employees only. Cash advances should be used for incidental, out of pocket travel expenses, tips, taxis, and meals. The amount of cash requested should be the minimum necessary to cover anticipated out-of-pocket expenses.

Cash advances cannot be issued for expenses that can be prepaid, prearranged, invoiced, or charged on the Corporate Card.

5.4.9 Cash Advance Settlement

Cash Advances must be settled preferably as soon as possible after return from a trip, not to exceed thirty (30) days from the trip end date. Cash advances not settled within the allowable time limit will be deducted as net income paid to the individual. Once a cash advance is deducted as net wage, it cannot be reversed and the individual will not be permitted to request cash advances in the future.

5.4.10 Third Party Account

The Stichting Treasury also holds a so-called Third Party Account with the Bank. This account is only to be used for temporary stalling of money that is not under the responsibility of the Stichting Treasury and that is not to be considered as income or expenses of the Stichting Treasury. This account -for example- can be used for receiving conference fees for hosts that are not able to receive international payments by themselves or to run a conference administration. The Secretary-General shall see that any income as soon as possible is transferred to the third party or spend in a way the third party asks the Secretary-General to do so. The Third Party Account is also to be controlled and reported by the accountant of the Stichting Treasury.

5.4.11 Travel Insurance

The Stichting Treasury shall have with an insurance company a travel insurance for its employees and externally hired personnel contract, covering luggage, medical costs, transport, repatriation, saving and recue, legal advice, damages in case of death or invalidism.

5.4.12 Vaccinations

Employees and externally hired personal may choose to have vaccinations recommended for countries visited on behalf of the IAP. The Stichting Treasury will reimburse the costs for these vaccinations.

5.4.13 Equipment

The Stichting Treasury can provide its employees and externally hired personal with equipment such as phones and laptops. This equipment will be lent to the workers and will not be the property of the workers. A loan contract between worker and Stichting will be stating the details of the loan. The contract should always fit with the Dutch Tax Regulations.

6. Petty cash

Cash advances will be issued to employees only. Cash advances should be used for incidental, out of pocket travel expenses, tips, taxis, and meals. The amount of cash requested should be the minimum necessary to cover anticipated out-of-pocket expenses. Cash advances cannot be issued for expenses that can be prepaid, prearranged, invoiced, or charged on the Corporate Card. Cash payments should be avoided as much as possible. All cash payments are subject to the following:

- The cash receipt is to be signed by the recipient and the person approving the petty cash withdrawal. Any withdrawals of 500 Euro or less or its equivalent in other currency are to be authorized by the Secretary-General. Withdrawals over 500 Euro or its equivalent in other currency need to be authorized by the Secretary-General and at least one other (Board) member.
- Cash payments can only be accepted by the Secretary-General or with permission of the Secretary General. Other employees must refuse cash payments. A member paying by cash must be issued a numbered receipt. The received cash must be brought to the office at the earliest convenience, along with the copy of the receipt. The cash should then be counted by the Secretary-General in the presence of a staff member and stored in the office safe. The receipt is given to the Management Assistant, who updates the cash register and keeps the copy of the receipt in the petty cash box in the office safe. The Management Assistant also updates the membership administration with the received payment.
- The receipts are kept in the petty cash box in the safe until reconciled. On a monthly basis, or, if this happens sooner, if the cash amount in the petty cash box exceeds 250 Euro or its equivalent in other currency, the Management Assistant updates the cash register spreadsheet with the expenditures and cash withdrawals and scans all receipts. The scans, along with the updated spreadsheet, are to be sent to the bookkeeper for processing in the financial administration. Amounts over 250 Euro or its equivalent in other currency are counted by the Management Assistant and the Secretary-General, updated by the Management Assistant in the cash register spread sheet as bank deposit and then deposited at the ABN AMRO Bank at the earliest convenience by the Secretary-General.
- The amount in the petty cash box should at all times match the amount registered in the cash register. At every update of the cash register the cash in the petty cash box is counted by the

Management Assistant and the Secretary-General. Omissions are registered and explained in the cash register.

- Cash amounts in the safe are currently insured for a period of one (1) day after being deposited in the safe. Therefore, if the petty cash goes over the set amount of 250 Euro or its equivalent in other currency the amount over € 250 or its equivalent in other currency needs to be deposited by the Secretary-General on the bank account of the Stichting no later than 24 hours after the cash was stored in the safe.

7. Financial administration

The financial administration is maintained through the program Exact Online by the bookkeeper. The program is set up in such a way the bank transactions are sent digitally straight from the bank into the program on a daily basis. The bookkeeper checks the bank transactions every week to see if the program processes them correctly and corrects any errors.

The bookkeeper processes the digitally received incoming and outgoing invoices/expense forms in the financial administration on a weekly basis and prepares a payment file for invoices due that week and sends the file to the Secretary-General for approval and payment through the Stichting bank account.

The Secretary-General, as well as the Financial Oversight Committee (FOC) is granted a log in into the financial administration program. The log in can be used worldwide, through a working Internet connection. The log in will be set to read only, meaning the Secretary-General and the FOC can look into the complete administration, including all digital copies of invoices, but cannot alter anything in the administration.

Yearly, before the new year starts, a budget for the coming year will be drafted by the Secretary-General, with the assistance of the bookkeeper, which will be approved by the Board. The bookkeeper will report periodically to the Board the realization of turnover and costs during the year compared to the budget.

7.1 Salary administration

The Secretary-General, together with at least one other member of the Board is responsible for hiring staff, setting wages and increases thereof. Salary payments are sent by the Secretary-General to external firms (a Dutch firm for the Management Assistant and a Danish firm of the General Counsel and Executive Director) who process the salary administration. The output of the salary administration needed for the financial administration is to be sent by the Secretary-General each month to the bookkeeper.