

Financial Rules and Regulations

University College Twente Alumni Association

In effect from 14-07-2020

Introduction

The Financial Rules and Regulations comprise a set of rules regarding the (execution of) financial activities of the University College Twente Alumni Association, in addition to rules described in the Statutes and Internal Rules and Regulations. This document specifies particular points of auditing; recruitment, structure and membership of the Finance Committee; rules regarding communication of financial matters; and further responsibilities of the Finance Committee and the Treasurer that contribute to the smooth functioning of the University College Twente Alumni Association.

Section 1: Definitions

1. Association: University College Twente Alumni Association;
2. Statutes: the statutes of the Association, as described in the founding act, which took place on 09 September 2019.
3. Internal Rules and Regulations (IRR): internal rules and regulations of the Association, as approved by the GA on 03 January 2020.
4. Finance Committee: standing committee as defined by Article 12.4 of the Statutes and Article 10 of the IRR;
5. General Assembly (GA): General Assembly as described in Article 12 of the Statutes;
6. Annual Assembly: the GA described in Article 12.1 of the Statutes;
7. Executive Board: the body described in Article 7 of the Statutes;
8. Treasurer: member of the Executive Board whose role is described in Article 4 of the IRR;
9. Association Year: the one-year period from September 1st to August 31st of the following year, as defined in Article 11.1 of the Statutes;
10. Annual financial report: report as described in Article 13 of the IRR;
11. Audit: the review procedure by the Finance Committee as described by Article 10.3 of the IRR.
12. Declaration: a request for reimbursement from a member towards the association, for payments made to an external party for the purposes of the association;
13. Financial records: documents that represent the financial management of the Association, including, but not limited to bookkeeping, the budget plan and declarations.

Section 2: Structure of the Finance Committee

Article 1

In addition to the provisions regarding the structure of the Finance Committee made in Article 10 of the IRR and Article 12.4 of the Statutes, the following applies to the structure of the committee.

1. Out of its members, the Finance Committee has to choose a chair, responsible for the communication between the Finance Committee and the Treasurer (and the Executive Board in general).
2. A member of the Finance Committee may cease their membership at any moment, provided it does not violate the structure of having at least two members in the Finance Committee as described in Article 10.2 of the IRR. Otherwise, the member should stay on at least until the next GA, not necessarily the annual Executive Board Election GA, where an election for a replacement will be organised. In this case, an email is sent out by the Finance Committee to all Association members before this GA to inform them of the vacancy and the upcoming election.
3. Decisions of the Finance Committee are made by majority vote.

Section 3: Audit Procedure

Article 2

At least two members of the Finance Committee should participate in each audit.

Article 3

The Treasurer must provide the Finance Committee with all financial records required for the audit by the following deadlines (except when deviations are made in consultation with the Finance Committee):

1. For the Annual Assembly, the financial records along with the annual financial report should be provided to the Finance Committee within eight weeks after the end of the Association Year, as described in Article 4.2 of the IRR, and at least four weeks before the GA.
2. For any other GA at which audit results are to be presented, the financial records should be provided to the Finance Committee at least four weeks before the GA.

Article 4

The audit follows the following procedure:

1. Check the bank balance and bank statements.
2. Check invoices.
3. Check declarations and receipts.
4. Check income from membership fees, withdrawals and contributions.

5. Evaluate cash flows, budget plans and the annual financial report (if provided) for accuracy, potential or actual mismanagement, conflict of interest and with a view towards managing the association's exposure to risk.
6. Report any irregularities or inefficiencies to the Treasurer. The Treasurer then has one week to follow up on these issues.
7. Prepare a statement to share the findings from the audit and make it available to the association at least 2 days before the next GA.
8. Ensure follow up with the GA if required before the next GA unless specified otherwise by the GA.

Section 4: Responsibilities of the Finance Committee

In addition to the provisions in Article 10 of the IRR, the Finance Committee has the following responsibilities.

Article 5

The Finance Committee has the following responsibilities towards the Treasurer:

1. Communicate any issues with the financial records and the annual financial report in a timely manner to the treasurer.
2. Respond to queries and concerns from the Treasurer within one week.

Article 6

Finance Committee has the following responsibilities towards the General Assembly and individual members of the Association:

1. Ensure that financial policies are created and/or updated in accordance with all established rules and regulations.
2. Answer any query with regards to the financial procedures of the association within 6 months unless specified otherwise by the GA.

Section 5: Responsibilities of the Treasurer

In addition to the provisions regarding the responsibilities of the treasurer made in Article 4 of the IRR, the treasurer has the following responsibilities.

Article 7

The Treasurer has the following responsibilities towards the Finance Committee:

1. Serve as the liaison between the Finance Committee and the Executive Board.
2. Ensure that all financial transactions are documented digitally.
3. Upon the request of the Finance Committee at any given time, make specific financial documents available to the Finance Committee within one week.
4. Keep the Finance Committee up to date on transactions above 200 EUR, as well as any transaction that may pose a risk to the financial health of the association.

Article 8

The Treasurer has the following responsibilities towards the General Assembly and individual members of the Association:

1. Process a declaration within four weeks of receiving it, if the member has submitted the declaration to the treasurer before the deadline (described in Article 4.6 of the IRR), accompanied by a receipt.

Section 6: Responsibilities of Members of the Association

In addition to the provisions regarding the responsibilities of the members of the Association in Article 9 of the IRR, the members of the Association have the following responsibilities.

Article 9

A member of the Association must adhere to the budget which was set in the budget plan approved by the Annual Assembly. If they need to spend a higher amount, they must discuss this with the Treasurer beforehand.