

FEU
Internal Financial Procedures
2021



Introduction

The purpose of this document is to clarify how FEU manages its finances in terms of income and expenditure. The document sets out clearly understood procedures as to how income is generated and managed, how costs may be incurred and how they are processed for payment.

It responds to a request made at an FEU Council meeting to consolidate and clarify procedures / decisions relating to our financial affairs taken at previous FEU Council meetings.

Income and Expenditure

The main sources of income are membership fees, EU projects, conferences, sponsorship and bank interest.

The main expenditure incurred relates to travel and subsistence costs paid to FEU Officers / representatives travelling to FEU meetings, conferences and other events or working on EU funded projects on behalf of FEU.

Scope

This document applies to all FEU Officers / representatives who work / travel on official FEU related business (meetings, conferences, seminars, workshops, EU funded projects).

Definition

FEU Officers are the President, Secretary and Board Members

Bank Accounts

FEU has one current account and one deposit account. These accounts are normally managed by the FEU Secretary. Details of financial activities in both bank accounts are presented by the Secretary as part of his annual financial report to the FEU Council.

EU Transparency Register

FEU is registered as an NGO on the EU Transparency Register. The FEU Secretary updates this annually in September including the FEU financial data for the previous calendar year.

Procedures for managing income

Membership fees

1. The FEU Council will decide on the scale of membership fees as outlined in the FEU constitution (November 2020) on an annual basis. This will be decided at the second FEU Council meeting of the year (October / November) for the year ahead.
2. The FEU Secretary will circulate invoices to all FEU members starting on 1 August each year for the current calendar year. (January to December).
3. All FEU members are obliged to pay their membership fees before the end of the calendar year (31 December).

EU Projects

1. The FEU Council will appoint a LEAR to represent the Federation on all EU funded projects. The LEAR will be nominated through the EU participant portal.
2. The LEAR will be authorised to:
 - a. manage the legal and financial information about FEU
 - b. manage access rights of persons in FEU (but **not** at the project level)
 - c. appoint representatives of FEU to electronically sign grant agreements ('Legal Signatories' - LSIGN) or financial statements ('Financial Signatories' - FSIGN) via the Funding & Tenders Portal.
3. The FEU Secretary will normally act as the Financial representative and/or LEAR (Legal Entity Appointed Representative) on behalf of FEU on EU funded projects.

4. Coordinators of EU funded projects (or the EU commission) may contact the LEAR appointed by FEU in relation to funding for projects.
5. The FEU LEAR will manage the funding received from EU projects involving FEU and will present a yearly financial update on such projects to the FEU Council.

Conferences

1. FEU may organise annual or bi-annual conferences to generate income for FEU or may collaborate with other organisations to jointly run conferences.
2. The surplus income generated from such conferences as agreed will accrue to FEU.

Sponsorship

1. FEU, through the local host of the meeting, may seek sponsorship from companies to help defray the cost of organising FEU Council meetings.
2. This sponsorship will be collected and managed by the local host and will not be transferred to the FEU bank accounts.

Bank Interest

1. FEU will accrue deposit interest on its deposit account based on the amount lodged into the account.
2. FEU Secretary will seek the best available rates for the monies kept on deposit.
3. The FEU Secretary will transfer the interest raised during the deposit period to the current account when the money matures.

Procedures for managing expenditure

FEU Officers / representatives nominated to travel on FEU business to conferences / seminars must be approved in advance by FEU President or Secretary.

FEU Council meetings

The following costs are approved for the President, Secretary and Board Members for attendance at FEU Council meetings.

Travel costs

Travel costs are paid based on the real costs incurred. Receipts must be provided for any travel costs incurred (e.g. flights). Travel costs made by using a personal car, will be reimbursed at 0,40 Euro/km.

Accommodation costs

For FEU Council meetings, hotel accommodation costs will be reimbursed on real costs incurred on a single room rate basis for the actual number of overnights up to a maximum of 4. The hotel accommodation rates are normally agreed by the meeting host with the hotel in advance and should be less than the FEU overnight allowance for the relevant country (Luxembourg rates).

Other Meetings / Conferences

For other meetings / conferences, hotel accommodation costs will be reimbursed on real costs incurred on a single room rate basis for the actual number of nights attended.

Subsistence costs

On the two travel days of the FEU Council meeting or conference, payment of the day allowance for the country being visited may be claimed to cover subsistence costs incurred – (based on current Luxembourg rates).

Processing travel claims for FEU meetings / conferences

1. It is the responsibility of FEU Officers / representatives to manage their travel for FEU related business in the most time/cost effective manner and to submit their travel claim

together with all necessary invoices and receipts to the FEU Secretary within one (1) month of the date to which the claim relates.

2. The FEU Secretary is responsible for checking travel claim accuracy and completeness and that travel claims are processed within 2 months of the journey date and within the calendar year if possible.
3. All claims for travel and subsistence should be submitted using the approved FEU Travel claim form in Appendix 1.
4. All claimants must complete all of the relevant beneficiary details as outlined on the FEU Travel claim form to facilitate the electronic payment of their travel and subsistence costs.
5. All approved claims for travel and subsistence will generally be processed for payment by the Secretary within 1 month of receipt of the claim.

EU Projects

1. The FEU Council will approve the appointment of FEU Officers or representatives to work on an EU Funded project on behalf of FEU.
2. Where an FEU Officer / representative is working on an EU funded project on behalf of FEU he /she may receive a payment for their working hours in accordance with the agreed rates approved by the Project Coordinator.
3. Where an FEU Officer / representative is working on an EU funded project on behalf of FEU and FEU has received project funding, he/she must claim travel and subsistence costs incurred from FEU in the first instance in addition to any other internal accounting procedure required internally by the EU project. Travel costs will be paid based on the real costs incurred and receipts must be provided. Travel costs incurred by using a personal car will be reimbursed at 0.40 Euro/km or at the agreed EU project rate whichever is the lesser. Subsistence costs will be paid at the lesser of the real costs incurred or the agreed EU project rates and receipts must be provided. Travel and subsistence costs will be recouped from the EU project subsequently.

Reporting

1. FEU Secretary will provide a full report to the first FEU Council meeting of each year on the full income and expenditure incurred by FEU in the previous year (full calendar year from January to December).

Internal Audit

1. All FEU income and expenditure including travel and subsistence claims are subject to internal audit by FEU. Checks will be carried out annually on all income and expenditure by FEU appointed internal auditors.
2. Breaches of these procedures will be dealt with by the FEU Council if a serious issue is reported by the internal FEU auditors.
3. This Policy document will be discussed at the FEU council meeting in November 2021 and will be subject to review at the request of the FEU Council.

Appendix 1 - Travel claim form

Following Recommendation 3 of the Internal Audit Report of 2015 a standard excel FEU Travel claim form for declaration of expenses and costs was introduced and approved at the FEU Council Meeting in Hamburg in June 2015. This is to be used by all FEU Officers / representatives for FEU related business and for work on EU funded projects and is included as Appendix 1.

Appendix 2 - Allowances

Allowances will be reimbursed according the latest version of the Official bulletin of Luxembourg (Mémorial Journal Officiel du Grand-Duché de Luxembourg – Barèmes de route et de séjour),

The Luxembourg allowances will be used for each day and taking into account the distinction between day-allowance or overnight-allowance.

An overnight-allowance may be claimed to cover the total costs incurred including accommodation and subsistence in a 24 hour period if no funding is available and the FEU Officer / representative has to cover his / her own costs.

Where accommodation and meals are provided by the conference organiser, the overnight allowance cannot be claimed.

Where accommodation only is provided, the day allowance may be claimed.

A day-allowance may be claimed to cover any subsistence costs incurred in less than a 24 hour period (but not accommodation) if no funding is available or if meals are not provided by the conference / meeting organiser.

The day allowance is to cover costs for breakfast, lunch, dinner and other subsistence costs incurred during a FEU related business trip, when no funding at all is provided or available and the FEU Officer / representative has to cover his / her own costs.

Where breakfast, lunch and dinner are provided by the conference / meeting organiser, the day allowance cannot be claimed.

Where some meals are not provided by the meeting or conference organiser, the FEU Officer/ representative must provide evidence of real costs incurred by providing receipts.

Honorary members' costs

Based on a decision taken at an FEU Council meeting in Rosenberg in June 2008, FEU honorary members are reimbursed to attend one FEU Council meeting annually. A maximum payment of 500 Euro will apply for their attendance at the meeting. Honorary members should submit invoices and receipts for their travel and accommodation costs to the Secretary with the FEU Travel claim form.

Based on the new FEU constitution (November 2020), FEU honorary members will be invited to attend FEU Council meetings in future.