



# Financial and Administrative Guidebook

How to document the organisation of your event and what forms and procedures you will need.

**Board I  
2017-2018**

# Introduction

This guidebook is written in order to inform you, head or member of one of KallioPPE's great committees, about how you can properly document the progress you make with your committee in the process of organising an event. It is important to document all the crucial steps you take in your process, not only can you keep track of what you are doing, what sometimes can be quite difficult when you are doing so much other things e.g. studying, but also it allows us, the Board, to follow your progress and help when necessary. Furthermore, if we have all the knowledge you have acquired in your year as committee member written down, people after you can build on with this knowledge as foundation. A good documentation allows KallioPPE to grow on its experience and makes the process of organising events more efficient and more fun to do!

## Overview

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## Minutes

When you first start organising events you might not directly start with a clear, laid-out plan. Most of you will have some general ideas about what you would like to organise. It is important that there is someone appointed who takes minutes of what is being said. The first person responsible that this happens is the chair of the committee, but also someone else can be appointed, no matter who, minutes must be taken.

In the minutes one writes down all the important things that are being said by those attending the meeting. It doesn't have to be every single word a person says, but the main argument and the message of what is being said have to be included. Also it is important to start with the name of the person saying something. The minutes are a summary of what you've discussed with your fellow committee members and shows the reasons for a specific decision your committee might have taken, also arguments against a certain decision should be included in the minutes in order to prevent repetition in future meetings.

A short example:

**Person A:** I would like to propose that we organise a trip to the North Pole this December, so that we can visit and help Santa with his preparations for Christmas.

**Person B:** I do not agree, Santa might be way too busy checking his list to have time for us. Furthermore, the North Pole is way too cold and there is no way we can get there.

**Person C:** I agree with B.

**Chair:** Okay, let's decide whether we want to continue A's idea of visiting Santa this December. (after voting) So we **decide** that we are **not** going to organising a trip to Santa.

## Making a budget

After you have established some rough outline of what you are going to organise it is time to start working on a good foundation for your plans. First of all, a proper financial planning is crucial to run events smoothly. Gather your ideas together and think about the aims you have for the event, but also how much you are willing to spend on the event. You could have very high expectations of an event, but if you do not have the resources to finance it, it wouldn't be wise to follow up on them.

So the start, events often are entitled to a certain amount from the general KallioPPE account. This amount is specified in the General Budget of KallioPPE. The Treasurer of KallioPPE knows how much this is for each event, so for any information about this you can contact him ([treasurerkalliope@gmail.com](mailto:treasurerkalliope@gmail.com) or in person). After you know how much money there is available from the KallioPPE account you can start to specify your ideas and see how achievable they are.

Of course, for many events the money from the KallioPPE account wouldn't be enough to fully compensate for the event you are trying to organise. This money can be used to start up the basic things you will need or to lower the price for KallioPPE members. In the case that you will need more money for an event you will have to find ways of generating more income. Sell tickets or find sponsors are a good way of increasing revenue and can give you more space to organise things. You can contact the Treasurer who can help you find ways to gain more income.

After you have established how much money you will roughly have at your disposal, you will need to clarify where you want to spend it on. These expense posts should be put in an excel document containing a budget estimate. See table 1.

Some **important points** for the budget and financial administration:

- It is recommended to appoint one person in charge of the finances: the **Committee Treasurer**. This person will also be the contact person with the Treasurer of KallioPPE and is responsible for proper documentation.
- Be sure to include a column for income, outcome and column where you explain what you receive or spend.
- The Income and Expenses should be equal.
- Try to estimate income and costs as good as possible, it doesn't have to be precise on 2 decimals, but you shouldn't have to deviate a lot from the numbers you have in your budget.
- **Submit your budget at the Treasurer of KallioPPE for approval no less than two weeks prior to the event.** In some cases the Treasurer can decide that this needs to be done earlier, depending on the scale of the activity.
- When the Budget is approved, you can continue organising your activity and have permission to spend money. (Money can only be reimbursed when the budget is

approved by the Treasurer, so be sure not to purchase things without consent of someone from the Board, see Reimbursements and Financial Regulations).

- Stick as close as you can to the Budget! Large deviation from the Budget can only occur in accordance with the Treasurer.

**Table 1**

| Income (€) | What?                  | Expenses (€) |
|------------|------------------------|--------------|
| 50         | KallioPPE contribution |              |
| 100        | Ticket sale            |              |
|            | Food                   | 50           |
|            | Drinks                 | 75           |
|            | Decoration             | 25           |
|            |                        |              |
| <b>150</b> | <b>Total</b>           | <b>150</b>   |

## Reimbursements and Final Report

After approval of your budget, the committee can start purchasing the necessities for the event. KallioPPE tries to work with a reimbursement form, which implies that the committee members can ask their money back after the purchasing of items. For large scale activities and large amounts of money this doesn't apply and purchasing can then be done directly via the Treasurer. Of course, try to inform the Treasurer frequently about financial planning of your event. The Treasurer can help you figure things out when you're stuck or can give you advice when you have overlooked something. In the end, it helps if the Treasurer knows what is going on, so try to keep him/her up to date.

It is important for the committee to have a clear overview of what is being spent. It is recommended that the committee appoints one person in charge of this administration and purchasing, this could be the Chair, but perhaps a different person, the Committee Treasurer, is better. This Committee Treasurer is also responsible for establishing the budget as said before.

The Committee Treasurer should collect all receipts from each purchasing, without receipt a reimbursement of these costs can be denied. Also other relevant documents need to be collected and should be given to the Treasurer when submitting the Reimbursement Form.

Together with the Reimbursement Form it is recommended that the committee delivers its final report about the event. In this Final Report the committee states the original budget of the event and compares the actual results with what was estimated. Explain any significant deviations from the budget and try to give advice how to solve this for future events. Furthermore write in your report what general things can be improved upon, like communication or organisation wise. These bullet-points can be of good use for any other event we will organise in the future, so be sure to include these lessons. Also, state in your final report some general information about the event. How many people joined for example. In general the Final Report should include all the lessons you've learned from organising the event. What went good and what went wrong. Together with this Final Report, you can include any relevant information other might want to use, such as contact information of companies we made deals with.

The Reimbursement Form can be seen on the following page.

## Reimbursement Form

*With this form, committee members can reimburse expenses they have made on behalf of a KallioPPE event.*

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Name:

Committee:

Name of Event:

Date of Event:

Bank account:

Original Budget (as approved by the Treasurer):

Result of the Event:

Include together with this form:

- The final **Financial Report**: stating your final results and explanation about the expenses.
- The application form for the event.
- The Final Report of the activity
- **The receipts or other proofs of payment** (also other relevant documentation, such as contracts or offers you have received.)

Date of submission:

Date of approval:

Signature applicant:

Signature Treasurer:

## Final information

So, we hope to have informed you enough about the things that are important for the documentation and organisation of your event. The Board want to wish you all the luck, and most of all, great fun in organising one of KallioPPE's many events. Communication with each other, and communication with the Board is crucial for an efficient organisation, so we hope to hear from you a lot. Thus, if you have any questions, don't hesitate to ask the Board, we are there for you!

Also be sure, to be structured in your administration, it simply makes life much easier.

Furthermore, keep in mind the Financial Regulations when organising events. Especially, pay attention to article 6 dealing with deposit items. The Regulations are copied down here for your convenience:

## Financial Rules and Regulations

### **1. Article 1 General Provisions**

- 1.1. These rules and regulations are meant to give a basic structure on how the finances will be arranged at KallioPPE.
- 1.2. These Financial Regulations are subordinate to the Statutes and the Law.
- 1.3. The Executive Board is responsible for KallioPPE's financial position and will put effort in maintaining a healthy financial position.
- 1.4. The Board has the power to overrule the rules and regulations mentioned in these financial rules and regulations.
- 1.5. The Treasurer is the person within the Executive Board who has the executive task of dealing with the Finances of KallioPPE. The tasks of the Treasurer are recorded in the Statutes or the Bylaws.
- 1.6. The General Assembly remains the power to change these financial rules and regulations as described in the Statutes.

### **2. Article 2 Committee Treasurers**

- 2.1. Within a committee a person can be appointed treasurer of the committee.
- 2.2. Tasks:
  - 2.2.1. The Committee Treasurer keeps track of the income and expenses of the committee and reports about this to the committee and the Board;
  - 2.2.2. The Committee Treasurer is responsible for the budget and the payments of all the activities organised by his committee;
  - 2.2.3. The Committee Treasurer makes sure that the budget is given to the Treasurer for approval at least one week before members can sign up

for the activity. The Treasurer can decide that the budget has to be handed in earlier than one week before members can sign up, depending on the scale of the activity. At least two weeks before the price of the activity is announced to the members, the budget needs to be given to the Treasurer for approval;

2.2.4. All the financial settlements are to be given to the Treasurer within two weeks after the activity.

2.3. If there is no Committee Treasurer appointed in a committee, these tasks are the responsibility of the Chair of the committee.

### **3. Article 3 Bank account**

3.1. The bankaccount of the association is in the name of KallioPPE at the ABN Amro Bank. The IBAN number is NL51 ABNA 0211 1822 22.

3.2. The Treasurer takes care of all the online transactions.

3.3. All payments higher than €250,- need to be done with at least one other Board member.

3.4. The Treasurer keeps record of the online transactions.

3.5. At least one member of the Treasury Verification Board examines all online transactions every quarter of a year.

### **4. Article 4 Cash register**

4.1. During the Financial Year there is a maximum of €150 in cash, an exception is allowed whenever there is an event which demands or results in more cash than the maximum. The Treasurer takes care that this excess is deposited on the bank account within two weeks after the event.

4.2. Cash payments above €50,- are not accepted and these payments can thus only occur through online transaction.

4.3. Banknotes above €50,- are not accepted.

4.4. The Treasurer ensures that all cash transactions are recorded.

4.5. The cash register is counted by the Treasurer and one other member of the Board at least every month.

4.6. At least one member of the Treasury Verification Board examines the cash register at least once every quarter of a year.

### **5. Article 5 Reimbursements**

5.1. Expenses for the benefit of KallioPPE can be reimbursed by the Board via a reimbursement form. Members can no later than one month after the event submit such a form to the Treasurer.

5.2. Only expenses which are approved by the Treasurer prior the the purchase can be reimbursed.

- 5.3. Reimbursements for events can only be approved when the budget has been approved by the Treasurer. Members will be expected to keep the number of reimbursements as low as possible (since these transactions cost money).
- 5.4. A proof of payment always needs to be provided.
- 5.5. When there is no proof of payment provided, reimbursement may be denied.
- 5.6. When expenses are not conform the budget, reimbursement may be denied.
- 5.7. Approved reimbursements are paid by the Treasurer twice a month.

**6. Article 6      Deposit**

- 6.1. All deposit items purchased for an event are to be returned within one week after the event. The Committee Treasurer is the person within the committee responsible for this.
- 6.2. Deposit receipts or cash return are to be given to the Treasurer together with all other financial settlements of the event as described in article 2.2.4.
- 6.3. All items for which has been paid deposit (such as, but not limited to beer crates and soda bottles) remain property of KallioPPE.