



**FORUM**

delle Camere di Commercio dell'Adriatico e dello Ionio  
of the Adriatic and Ionian Chambers of Commerce  
Gospodarskih Komora Jadransko-jonskog područja

## **RULES FOR THE FORUM FINANCIAL MANAGEMENT**

### **1. The Budget: drafting principles and criteria**

- 1.1. The budget is prepared annually and includes all the accounting operations of a financial nature made by the Association "Forum of the Chambers of Commerce of the Adriatic and Ionian" (further on in text: the Forum). The time unit is the budget year that begins January 1<sup>st</sup> and ends December 31<sup>st</sup> of each year. Prohibited are taking of expenditure commitments and findings of entry into account for period expired, as well as compensation of lots of opposite sign.
- 1.2. The budget consists of chapters of income and expenditure that can further be divided in detailed.
- 1.3. The draft budget, whose scheme is enclosed in Annex A, is prepared annually by the Secretariat who is also responsible for the maintenance and preservation of documents and accounting records.
- 1.4. The Board of Directors will thereafter submit the same, accompanied by the Report of the Board of Auditors and the association's annual program, to Assembly for ratification on the occasion of the annual Forum edition and in any event before June 30<sup>th</sup> of the related year.

### **2. The financial statement**

- 2.1 The financial report statement, whose scheme is enclosed in Annex B, includes the general financial situation and the Management Report.
- 2.2 The financial statement is made up of the same income and cost headings included in the budget and shows the profit or loss achieved during the year.
- 2.3 The draft financial statement is drawn up by the Secretariat at the end of the financial year. Together with the report by the Board of Auditors and the Annual Report, it is submitted for approval by the Assembly during the annual Forum.
- 2.4 The Annual Report informs members about the results achieved, and whether these results correspond to the objectives set out in the association's annual programme.

### **3. Management of income**

- 3.1 Income is entered on the budget inclusive of collection expenses and is credited directly to the Forum's current account held at a bank based in Ancona.
- 3.2 During the financial year, income which was not included when the budget was drafted may be verified by making the appropriate entry under the relevant heading of the budget.
- 3.3 Income is made up of the following headings:

#### **I. Membership fees**

The amount of the annual membership fee is decided by a majority of the Board of the Directors of the Forum. The Council may decide to set different fees according to the

country of the entity associated, to the legal status of the associated and the tasks performed within the Association. The amount of membership fee is to be understood as a net of expenses and bank fees. Member should pay the membership fee to the bank account of the Forum; at the time of the accreditation notification, the Secretariat is committed to issue a receipt for the payment and forward it to the member. The fees shall be paid within and no later than the April 30<sup>th</sup> of the relevant year.

**II. Other contributions from members**

Each member may further support the Forum, through the granting contributions also aimed at the realization of the specific projects.

**III. Third party contributions and financing**

These include income from miscellaneous organisations and bodies, paid generically, or in connection with the implementation of specific projects.

**IV. Sponsorships**

These include the contributions paid by public bodies and private institutions for publicizing and/ or sponsorship activities done by the Forum

**V. Income from services provided**

These include the amount paid to the Forum for service rendered on public and private demand.

**VI. Miscellaneous income**

These include active interest on funds available on the bank account and various expenses refunds

**4. Management of expenses**

- 4.1 Expenses are incurred within the limit of commitments assumed when the budget is drafted.
- 4.2 The expenditure commitments for the functioning of the Association less than € 5.000,00 are assumed to be under authority of the Secretary General, in respect of the financial budget; those above € 5.000,00 are taken with determination of the General Secretary, after favourable opinion expressed by the President or Vice-President, either by fax, mail or other means considered appropriate. When taking its decision on the deliberation of the financial budget, the Board of Directors, can determine the criteria of the division of the costs for the organization of the Annual Assembly of the Forum.
- 4.3 The expenditure commitments related to promotional or institutional initiatives are taken with the determination of the Secretary General after consultation with President or, in case of his absence or impediment, or delegate, the Vice President.
- 4.4 The Secretary General is given the opportunity to be engaged in all formal documents deemed necessary and/ or appropriate for the management of projects already funded.
- 4.5 The liquidation of expenses is disposed with provision of the Secretary General, upon inspection of accounting regularities and coverage.
- 4.6 The costs are shown on the budget in the following headings, further broken down into items:

**I. Operational and management costs**

Include, among others, also the costs for organizing of the Annual Assembly for the part charged to the Forum.

**II. Staff costs**

The Secretariat may enlist the aid of specialised staff to carry out the Forum's activities.

**III. Expenses of the Bodies**

The members of the Board of Governors, Board of Auditors and International Court of the Adriatic and Ionian area are entitled to reimbursement of travel expenses and

subsistence, supported and documented. In particular it is possible to reimburse travel expenses corresponding to the flight in economy class, to train in economy class and a ship in standard cabin.

#### **IV. Costs of promotional initiatives**

This heading may be further broken down into the following items:

- IV.I Initiatives aimed at developing and accrediting the Forum
- IV.II Initiatives promoted by thematic workgroups
- IV.III Initiatives promoted by the Adriatic and Ionian International Court
- IV.IV Projects financed by miscellaneous bodies and organisations

#### **V. Costs for asset purchases**

#### **VI. Sundry charges**

This item also includes banking, insurance, tax and social security charges.

### **5. General provisions**

5.1 These Rules take effect when approved by the Assembly.

5.2 These Regulations may be amended by the Assembly, upon the Board of Governors proposal. Any changes will be valid 15 days from the date of the resolution.