



Association of International Affairs

## Steering Document

### Financial routines

*Adopted at board meeting: 18/03/2021*

*This document is to be seen as a guideline when dealing with UAI:s finances.*

#### General rules:

1. The association's debit cards can only be used by the person with their name on the card. This is usually the Treasurer. This rule applies due to bank regulations. If an additional card is needed, it is possible to order through the bank with your own name on it. This has to be approved by the board through a motion or per capsulam-decision.
2. Each board position has their own budget which they are responsible for. You can only use budgeted money for things necessary for your operational work.
3. When buying something that does not fall within your (board position) budget, you need permission from the association's signatories, which is usually the President and Treasurer.
4. The maximum amount of money allowed to spend for a specific purpose is 1000 SEK. Any amount above the stated will need to be approved by the board through a motion or per capsulam-decision.
  - a. This is not necessary for posts with budgeted money (i.e. head of program, activity) or purchase of utpost.

#### When paying from your own wallet:

1. Keep the receipt. Note that, without a receipt you will not be repaid. However, if the purchase is for a determined UPF activity, a board decision could be made to reimburse the purchaser.
2. Fill in a blanket of compensation within one week after the transaction. Staple the receipt to the front of the blanket and put the papers on the Treasurer's shelf in the UpF-room. Specify why the purchase has been made.

3. Contact the Treasurer with the purchase details.
4. You will receive compensation on your account within a few days.

### **Invoices (e.g. Print & Media, GN etc)**

1. Specify organization number
2. Specify yourself as reference and tell them to mark the invoice with the name of the event – to make it possible to know which invoice that belongs to which event, if there would be something missing.

E.G: Aron Segerström, Margot Wallström

Or

Marcus Anderbrant, Board education FU

3. Add information on the cost pool if possible.
4. Date of invoice

### **Cost pools regarding the Book-keeping:**

1. We need five sections/cost pools for costs, which divides according to which grant it belongs to.
  - a) KST 1 = Folke Bernadotte Akademin, KST 2 = MUCF, KST 3 = Forum Civ, KST 4 = The Political Science Institution at Umeå University and KST 5= Folkuniversitetet.
2. Specify which KST (Kostnadsställe) as reference to facilitate the accounts/book-keeping.