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**Draft - suggestion**

## **AEMH Financial Guidelines 2005**

These guidelines have been drafted to clarify the financial management of the Association and define the responsibilities by issuing clear instructions for the Board and the Secretary in complete transparency to the Member Associations.

### **1. Guidelines for the Budget**

An estimate Budget for the next year is drafted by the Board on proposal of the treasurer and submitted for vote to the General Assembly at the annual AEMH Plenary meeting in Spring.

The breakdown of the estimated Budget must include all anticipated incomes and expenditures expected to incur in the financial year to enable the AEMH to fulfil its objectives and tasks as ruled by the statutes.

The budget should be balanced in income and expenditure.

Income and expenditures should be divided into a classification (see annex 1).

The budget should also take into consideration to constitute a “reserve”, sufficient to guarantee the respect and compliance of AEMH’s obligations in case the incomes are not as budgeted.

#### **a. Conducting the budget estimate**

The treasurer and the secretary control the expenses and are responsible to the Board for ensuring economy and thrift for all expenses which must be in line with the budget.

#### **b. Income – Membership fee**

The membership dues for the following year will be presented for approval to the plenary meeting as enclosure to the budget. The maintenance or increase of the membership dues depend on the financial situation of the AEMH. After approval the annual dues can be adjusted according to the inflation rate.

The treasurer is competent to set the membership dues for new members, taking into account the financial situation of these countries. The Plenary Assembly has to approve these dues.

The payment of membership dues is to be carried out according to § 6 of the AEMH statutes. The Member delegations should take care that transfers are free of charge for the AEMH.

### c. Expenditures –

#### -European Secretariat

The financial consequences of the functioning of the European Secretariat have been subject for many years to a separate agreement with the VLK.. Since 2004 the financial independence of the AEMH Secretariat became effective.

#### -Travel expenses

Travel expenses not related to the participation at AEMH meetings or activities as liaison officer are to be discussed early with the Treasurer and need prior approval.

The reimbursement of travel expenses will be paid on presentation of pieces of evidence..

Flight tickets will be reimbursed to economy tariffs. When flights are booked in more expensive categories, reimbursement of economy class tickets will be implemented. In any case efforts should be made to book early enough to profit from APEX-tickets or other price reduced fares.

Reimbursement of trips with private cars will be based on KM rates as to the Belgian rules.

#### -Plenary meeting

Almost half of the annually financial means are being spent on the plenary assembly in the late summer and the board meeting in spring. The hosting and invitation of these meetings by AEMH Member delegations is therefore essential, meaning a rotation of meeting venues.

The budget should take into consideration:

- **Simultaneous interpretation and the necessary technical equipment (until 2009)**
- An additional budgetary item can be included under “events”. This item covers other expenses such as meals, secretarial assistance, equipment and transport.
- At least 4 months before the Plenary Meeting the hosting organisation should present the Treasurer a respective budget, showing clearly who pays for each single item.  
The Treasurer will make provisional budgets available.
- Hotel expenses will be born by the delegations except those of the President, the Treasurer and the Secretary.
- Hotel and travel expenses of special guests (medal award winners, conference speakers, etc.), who are not member of a national delegation or participate in another function at the Plenary Meeting shall be reimbursed by the AEMH.

## 2. Guidelines for payments, cash management and bank accounts

Payments are made by bank transfers either by the treasurer or by the secretary. The general provisional expenses for the running of the secretariat will be taken care of by the secretary who is entitled to all purchases for the day-to-day functioning of the office.

Expenses for office material or data processing exceeding 1000 Euro need prior approval by the President and the Treasurer. Expenses exceeding 2000 Euro need prior approval by the Board.

Cash payments should not exceed 300 Euro.

All expenses not covered by the budget are to be approved by the President and the Treasurer.

For travel purposes an international bank credit card should be made available in order to allow direct payment from the AEMH account. The current organisational structure of the AEMH determines the secretary as the most appropriate person to administer this bank card.

The bank accounts should be administered by the Treasurer and the Secretary, the President always having access to the accounts. Surpluses should be placed on saving accounts in order to benefit from interests. The treasurer and the secretary should look for the most profitable and functional conditions to administer the bank accounts and choose the bank institutions accordingly.

### **3. Guidelines for accountancy**

The books shall be kept in accordance with the law of the country where the association is registered. The books and records shall be kept on a timely and budget category manner. Each accounting item shall be justified by a related document.

An external auditor who will dispose of all bank account statements and other necessary pieces of evidence will establish the closing of accounts and the revision of all debts and credits. The closing of accounts will be distributed to all member delegations. The auditors shall draft a document certifying that incomes and expenditures are evidenced and controlled. They shall propose the plenary meeting to discharge the Board.