



The European Federation of Farriers Associations

The Financial Rules and procedures

Approved at the Pilsen AGM 2022

To be reviewed at the AGM 2027

Date for review is every 5 years

The Financial procedures of EFFA

1. All expenditure must be properly authorised. Authorisations are required as followed.
 - a. The treasurer may personally authorise:
 - All expenditure in accordance with the budget as approved by the AGM.
 - Other expenditure up to €1000, where he/she is not a beneficiary.
 - Travel and subsistence for attendance (Including his/her own if appropriate) at Executive Board meetings and for Accreditation Board visits (see below).
 - b. The treasurer may authorise, subject to verbal and written (including e-mail) confirmation by another member of the Executive Board:
 - Expenditure up to €1000 where the treasurer is the beneficiary, other than for attendance at Executive or Accreditation Board visits.
 - c. The treasurer may authorise, subject to verbal and written (including e-mail) confirmation by at least two other members of the Executive Board:
 - Expenditure exceeding €1000.
 - d. The treasurer must report any expenditure over €100 to the next meeting of the Executive Board.
2. The treasurer must produce the following:
 - a. A financial summary for each Executive Board meeting.
 - b. A budget for next year's expenditure for the executive Board meeting prior to the Annual general Meeting of EFFA. This budget, as amended if appropriate, is then to be presented to the Annual General meeting for ratification.
 - c. Annual accounts showing income, expenditure and cash at bank. These accounts are to be audited annually prior to the Annual General Meeting by an independent delegate of one member association, and then presented to the next Annual General Meeting for approval.
3. Travel and subsistence expenses are payable to Executive Board members attending Executive Board meetings, except where the meetings are held in conjunction with an Annual General Meeting.

Payments are restricted to the following:

 - a. Air or rail travel in economy class, including connecting buses, trains or, if no alternative is available, Taxi.
 - b. Board members may hire a car when travelling together when appropriate to save time/money.
 - c. Fuel (€-.50/km) and where appropriate ferry costs or airport parking, when using own car.
 - d. Hotel bed and breakfast, light lunch, and dinner for any nights or days necessarily spent away.

- e. The difference lost between currency changes are also to be met but must be worked out by the treasurer.
 - f. Receipts must be produced for all expenses claimed.
4. Travel expenses and a daily attendance allowance (at €300/day for a maximum of three days per visit), are payable to members of the Accreditation Board (including the administrator when appropriate) when attending visits. Accommodation and meal charges are expected to be met by the host nation.
 5. The Registrar may be reimbursed at rates agreed by the Executive Board for time and expenses necessarily incurred in preparing for Accreditation Board visits and in preparing the post-visit report; and for managing the Register of Certified Euro-Farriers, including producing certificates, window stickers and a public copy of the register.
 6. A record must be kept of all capital assets. They should be depreciated in the accounts in accordance with the tax rules of the country in which EFFA's bank account is lodged. Disposal of any assets worth more than €1000 must be approved in advance by the Executive Board.
 7. A record must be kept of all annual membership and CEF fees due. In the event that they have not been paid by the Annual general meeting following the due date, the fact is to be reported to the Annual General Meeting which must decide by vote whether the association defaulting on payment should be allowed to remain as a member.
 8. These Financial procedures are to be read in conjunction with the Rules of the European federation of Farriers Associations dated 22nd November 2022 They replace the financial procedures dated the 21st of November 2019.

Approved at the EFFA AGM, the 12th of November 2022 in Pilsen, Czech Republic.

John Ravanelli

President

Marianne Gullbrand

Accountant and Treasurer