



# **EPBF Financial order**

**Version 23.4.2009**



# EPBF FINANCIAL ORDER



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## § 1 Budget

- § 1.1 The budget is set up by the board for two years and submitted to the general assembly for permission. The individual budgetary provisions are mutually coverable.
- § 1.2 If during a financial year it is stated that the budget, approved by the general assembly is altogether exceeded, then the board must decide for a supplementary budget.
- § 1.3 Should the supplementary budget exceed the budget approved by the general assembly by more than 20 %, then it requires the agreement of the general assembly.

## § 2 Cash department

The cash of the EPBF is the only one that receives and and disburses. The exchange is basicly to be completed over the bank account of the EPBF. Together with the president, the treasurer is authorised to dispose of this account; in case of prevention of the treasurer or the president the president and/or the treasurer is solely authorised.

## § 3 Responsibilities of the treasurer

- § 3.1 To the presidency the treasurer is responsible for the handling of all financial affairs.
- § 3.2 The treasurer prepares the budget, supervises its compliance, the exchange and he controls the cash procedures.
- § 3.3 Within two weeks after the end of each quarter the treasurer has to submit an overview of all incomes and expenditures to the president.

## § 4 Expenses

The authorisation of expenditures in the context of the budget is basicly reserved for the board. Expenditures, which in individual cases do not go beyond the amount of 1.000,00 €, may be approved by the treasurer or the president. Expenditures, which go beyond it, may only be approved by the president and treasurer together.

## § 5 Auditor

- § 5.1 In time before each general assembly, the internal auditor and the external auditor have to submit the cash books of the EPBF and the bookkeeping to a detailed examination and provide an examination report.
- § 5.2 Insight of the books and receipts is to be granted to the auditors at any time.



## § 6 Contributions

§ 6.1 The members are obligated to annually announce the number of their members. For the membership fee determination only the number of the individual members who play pool Billiard counts.

Should there be no formal or in due time notifications, the number of the last member notification will be increased by 10 % and put at the basis for the membership fee determination.

§ 6.2 The height of the annuity for regular members is determined by the general assembly.

§ 6.3 The height of the annuity for provisional regular members amounts to:  
25 % of the membership fee for regular members - in the first year of the membership.  
50 % of the membership fee for regular members – in the second year of the membership  
75 % of the membership fee for regular members – in the third year of the membership.

§ 6.4 The height of the annuity for extraordinary members will be determined by the board from case to case.

§ 6.5 Membership fee deferments can be approved by the treasurer.

## § 7 Late payment fine

If financial obligations are not fulfilled in due time, an extra charge for late payment at a value of 10 % of the pending amount is to be paid with each reminder.

## § 8 Final clause

On all financial and cash questions, which are not separately fixed in the above mentioned financial order, the board will decide.