FINANCIAL GUIDELINES OF ARMATUURI RY

1. General

The guild's finances are managed by the guild board. Financial management is based on applicable laws, regulations, good association practices, these financial guidelines, and decisions made by the guild and board meetings. These financial guidelines cannot override or alter decisions made by the guild meeting.

2. Approval of Invoices

Guild invoices are approved and paid by the treasurer. The treasurer's invoices are approved by the guild chairperson.

3. Participation Fees for Guild Events

The board determines participation fees for guild events on a case-by-case basis based on the event organizer’s proposal. The board also decides on possible discounts for board members, officials, and other members.

4. Cancellation of Participation

Binding registration may be required for some guild events. These events mainly include excursions and sits parties. The participation fee for these events must be paid even if the registered participant does not attend the event. However, the participant may independently find a replacement. The board may decide to waive the fee if, for example, the cancellation occurs before any expenses have been incurred by the guild.

5. Expenses Covered by the Guild for Members

The guild generally covers expenses related to its core activities and representation duties within the allocated budget for events and representation. Board members and officials may make small purchases related to their duties or the guild’s activities. Expenses of more than 100 € are approved beforehand in a board meeting, excluding the exemptions listed below.

5.1 Annual Celebration Representation

As a rule, the guild sends two official representatives to annual celebrations. Representatives are reimbursed for one dinner ticket and travel expenses according to section 5.4. The cost of an annual celebration gift should be approximately 40 €. Brunch and other costs are not reimbursed unless specifically approved in advance by the board.

5.2 Guild Events and Budgets

The organizer responsible for a guild event has the right to make purchases within the budget set by the guild or the board meeting. Other individuals involved in organizing the event may also make purchases with the event organizer's approval. The event organizer must keep track of expenses, monitor the budget, and report to the guild board.

5.3 Guild Room Officer

The guild room manager may independently purchase items to improve the comfort and services of the guild room. These include coffee, milk, tea, pastries, printing paper and ink, office supplies, and cleaning equipment. Larger purchases, such as furniture, must be approved by the board. The guild room manager must monitor maintenance costs and notify the board in advance if the annual budget of 1500 € is likely to be exceeded (excluding major purchases).

5.4 Travel Expenses

The guild reimburses travel expenses for official representatives when traveling to other locations. Official representation trips include annual celebrations and SYK meetings. Travel expenses between cities are reimbursed based on the most economical public transport option. The guild does not reimburse local transportation costs in Lappeenranta or at the representation location.

Use of a personal vehicle is reimbursed, if its use is justified instead of public transportation. In that case a reimbursement of 0.20 €/km is provided. The guild does not cover any damage to the vehicle, and all vehicle use is at the owner's risk.

The guild also reimburses travel expenses for members when trips are related to guild tasks. Examples include guild room manager's shopping trips, event organizers' travel to event locations, and trips related to the duties of the project manager or corporate relations manager. In these cases, public transport and personal car use are reimbursed according to the principles stated above, and local transportation costs are also covered based on actual expenses.

5.5 Exceptions

Exceptions to the above expense reimbursement policies may be made by a prior decision of the board in a board meeting.

6. Expense Billing

Receipts for purchases must be submitted using the guild's invoice form (available on the guild's website) directly to the treasurer, who reimburses the member to their bank account.

For travel expenses, a receipt must be submitted to the treasurer when using public transportation. For personal car travel reimbursement, a mileage report must also be provided.

The guild has an account at Sammonlahti K-Supermarket with account number 4001. Purchases can also be made on the guild's account at Aalef bookstore. Receipts and explanations for these purchases must also be submitted to the treasurer.

7. Financial Arrangements and Contracts

The guild board decides on banking relationships and the arrangements for bookkeeping and payments. The board also determines access rights to bank accounts.

Only those with the right to sign the guild's name are permitted to enter into contracts on behalf of the guild.

8. Financial Monitoring

The treasurer is responsible for providing financial reports to the board as needed. This includes monitoring transactions, reporting in board meetings, and preparing the balance sheet and financial statement.

9. Maximum Invoice Amount the Treasurer Can Approve Independently

The treasurer may independently pay invoices up to 3000 €. Invoices exceeding this amount must be approved in a board meeting.

10. Amendments

Amendments to these guidelines must be approved at a guild meeting with at least two-thirds (2/3) majority of the votes cast.

These financial guidelines were approved by the guild meeting on March 25th, 2024.