

Description of the role of Treasury of nrg4SD

nrg4SD Statutes in relation with the role of Treasury

ARTICLE 14 – THE TREASURY AND THE TREASURER

14.1. The Treasury shall be elected by the General Assembly among the members or associate members of the Steering Committee of nrg4SD, upon recommendation by the Steering Committee, for a mandate of three years renewable.

14.2. The role of Treasury is not compatible with that of Chair.

14.3. The Treasury shall appoint internally a Treasurer. The appointment shall be subject to ratification by the Steering Committee.

14.4. The Treasury is responsible for the day-to-day management of the finances and accounts of the nrg4SD. In agreement with the Chair and the Secretary General, the Treasury prepares the budget and financial report, including a budget proposal, for the adoption of the Steering Committee and the General Assembly and presents it to these governing bodies of nrg4SD. The Treasury monitors the budget execution and recommends auditors for the annual auditing of nrg4SD accounts, who shall be appointed by the Steering Committee.

14.5. The Treasury and the Treasurer works under the authority and supervision of the Steering Committee and in close coordination with the Chair(s) and the Secretary General.

14.6. Should the Treasurer lose his/her position in his/her respective government or association of governments, the nrg4SD member or associate member fulfilling the role of Treasury must appoint a replacement within 5 months.

ARTICLE 15 – FINANCES

15.1 nrg4SD obtains its resources from:

- Compulsory annual membership fees from the members, associate members and observers which are decided by the General Assembly;
- Exceptional contributions or contributions in kind by members, associate members and observers, in complement to the compulsory annual fees;
- Grants that may be allocated by funders for projects, study contracts, or other legal means of funding in support to the aims and objectives promoted by nrg4SD, provided they are approved by the Steering Committee;
- Individual or corporate donations, provided they are approved by the Steering Committee, and
- Capital interest as shown in the annual statement of accounts.

15.2 The financial and budgetary years runs from 1 January to 31 December.

15.3 Cheques and invoices committing the budget of nrg4SD, up to the maximum as specified in the Standing Rules, can only be validly signed off with the signature of either the Treasurer or the Secretary General. In case of incapacity of the Treasurer and the Secretary General, the Chair(s) can sign off cheques validly.

15.4 Cheques and bills committing the budget of nrg4SD beyond the maximum specified in the Standing Rules require the approval of the Steering Committee before they can be validly signed off.

15.5 All salaries and rents of nrg4SD are to be paid directly by the Treasury.

15.6 The management of the nrg4SD finances and accounts is audited each year by the auditor(s) appointed by the Steering Committee, upon recommendation by the Treasury. The monitoring and auditing exercise must comply with all provisions of the Law under which the Network is registered.

ARTICLE 16 - FINANCIAL ASSISTANCE FOR TRAVEL TO MEMBERS AND ASSOCIATE MEMBERS

16.1 The financial assistance for travel shall assist nrg4SD member and associate members coming from developing countries which are in good standing to participate in nrg4SD events, mainly in nrg4SD statutory meetings.

16.2 The decision for enabling the financial assistance and the amount to be given per member or associate member shall be decided by the Steering Committee before each specific nrg4SD statutory meeting or event, on the basis of a technical reasoned recommendation from the Treasury and the Secretariat. This technical reasoned recommendation will be based on the state of the finances of the Network. The maximum amount of the financial assistance available per nrg4SD member or associate member shall be set by the Steering Committee ensuring full transparency and fairness in treatment.

16.3 The financial assistance for travel will basically cover a return ticket in economy class and, in some cases accommodation for the duration of the nrg4SD statutory meeting or event. All in all, the financial assistance provided per nrg4SD member or associate member cannot exceed the amount set by the Steering Committee.

16.4 Members or associate members wishing to apply for the intervention of the financial assistance must send their application to the Secretariat and the Treasury using the official forms provided. The Secretariat and the Treasury will communicate them to the Steering Committee for approval.

16.5 The Steering Committee shall decide on the applications for financial assistance within ten working days of being informed. In the absence of comments from members of the Steering Committee, it shall be understood that the application is accepted.

16.6 The selected applicant should accept the offer for financial assistance and communicate it officially to the Secretariat and the Treasury within five working days of being informed of the decision. In the absence of acceptance within this delay, it shall be understood that the offer has not been accepted. In that event, the financial assistance will benefit the first applicant on the waiting list.

16.7 Reimbursement of expenses will be the general rule. For these transactions, the beneficiary will deal directly with the Treasurer.

16.8 All the efforts carried out by the nrg4SD host members, associate members or observer shall be reflected in the 'Record of Contributions' which is attached to the nrg4SD financial report.

ARTICLE 17 – INVENTORY

17.1 An inventory of the properties and assets of nrg4SD shall be kept by the Treasury and the Secretariat and attached to the financial report.

See also articles 5 and 6 on membership fees and non-payment of fees, exclusion, and withdrawal

How is the role exercised?

- The role of Treasury is carried out a voluntary basis.
- The annual financial report and the annual budget proposal shall be elaborated in at least two of the three working languages of the network (EN, ES and FR).
- The Treasurer shall attend all meetings of the Steering Committee and the General Assembly. Travel expenses to these meetings are the responsibility of the Treasurer.
- The work is carried out in close cooperation with the Secretary General of the network.

Main tasks of the Treasury

Responsibility of financial management and accounts on a daily basis - The Treasury monitors the balance of the budget, membership fees and contributions from members and expenditure. In accordance with the Statutes of nrg4SD, the Treasury seeks to maintain an adequate reserve fund, able to cover the proper functioning of the treasury of the network. The Treasury also seeks to place any surpluses in investments without risk to capital.

A chartered accountant/auditor is responsible for reviewing and closing the yearly accounts and takes stock of a balance sheet and certified income statement. The Treasury shall keep at the disposal of the chartered accountant all the necessary documents for the successful completion of the task. The chartered accountant is appointed by the Steering Committee, following the recommendation of the Treasury.

Estimated frequency of this activity: Once per year.

Estimated workload: Proposal for a chartered accountant/auditor to the Steering Committee - A few hours a year to pass relevant documents to the chartered accountant/auditor and to answer potential questions.

Call for membership fees - The Treasury prepares an annual call for membership fees for each individual member, associate member and observer, in close cooperation with the Secretary General whose agreement is necessary for the launch of the call. The Treasury also maintains the record of fees and contributions and ensures that all necessary reminders are carried out individually. In collaboration with the Secretariat, the Treasury maintains the contacts database and monitors applications for membership and withdrawals.

Estimated frequency of this activity: Call for contributions once a year - A reminder for late payments, which usually includes a certain number of members - Some individual reminders in case of persistent lack of payment.

Estimated workload: 1 day of work per year for the first call – Half-day of work per year for the main reminder - A few hours per year for the reminders in case of persistent lack of payment.

Monitoring the execution of the budget – Payment of salaries and invoices - As such, the Treasury shall make the accounting department of the government or association of governments available to the network for settlement of invoices, bookkeeping and in general, recording the daily operations of all nrg4SD accounts. The Treasury manages a bank account in the name of the network and the procedures related to corporate credit card for the Secretary General. The Treasury also handles requests for financial assistance to attend nrg4SD events approved by the Steering Committee, following the recommendations of the Treasury and the Secretariat.

The Treasury pays the bills it receives directly (direct debit, for example) or that are provided directly by the Secretariat (purchase of office supplies, services agreement with suppliers, reimbursement of expenses to the Secretariat, financial assistance for travel for members, for example). The payment of any bill requires the prior signing off by the Secretary General.

The Treasury is responsible for the transfers related to the salaries and allowances (trainees) of the Secretariat's staff.

The Treasury prepares points of execution of the budget on a quarterly basis for the Secretariat.

Estimated frequency of this activity: Bill payments twice a month approx. - Transfer of salaries and allowances to reach the recipient by the 20th of each month. - Preparation of a point of execution of the budget quarterly.

Estimated workload: 1 hour per month approx. for bill payments and transfers of salaries and allowances - Two hours every three months for preparing a point of execution of the budget (sometimes coinciding with the preparation of budget documents - see below).

Preparation of budget documents - In agreement with the Co-Chairs and the Secretary General, the Treasury prepares the necessary financial documents to carry out the programme of activities of the network and puts them to the vote of the Steering Committee and the General Assembly.

The Treasury shall ensure in particular, that a draft budget for the year N +1, as well as the report by the chartered accountant/auditor of the annual accounts for year N-1, are put to the vote of the Steering Committee and the annual General Assembly.



In this context, the Treasury prepares an annual financial report of the nrg4SD accounts. This report presents the financial statement of year n-1, the point of the execution of the budget (year N), and proposes a draft budget for year N +1. The Treasury takes any questions raised by members on this report.

Estimated frequency of this activity: Financial reports twice a year, ahead of Steering Committee meetings – Proposal for a draft budget once a year prior to a meeting of the Steering Committee.

Estimated workload: 3 full days of work each time, i.e. 6 days per year