



*Fédération
Aéronautique
Internationale*

Financial Processes

IGC

Version 2
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Financial Processes IGC

v2023

According to the decisions taken by the IGC Plenum on 2023-03-03 – Publication approved by the Bureau on 2023-03-14.

General

As from 01-01-2023 all accounting and transaction will be done in the CHF currency according to a decision made by the Executive Bureau and approved by the General Conference in 2022.

Annual Budget

The Bureau has the responsibility to manage the planned actions and the necessary management work in the on-going working year, according to the annual budget. This budget will be prepared by the treasurer, endorsed by the Bureau and finally approved by the delegates during Plenum Meeting in March in accordance with the FAI-Budget timeline. Expenditures that are not foreseen in the budget need prior approval by the Bureau.

Receivables and expenditures

For the time being:

Receivables:

- Sanction fees for Cat. 1 events (WGC/EGC/SGP)
- Fees for the Ranking List
- Approval fees for flight recorders
- Other (sponsorship, advertising)

Expenditures:

- Costs for meetings – annual plenum meeting, bureau meetings, adhoc meetings
- Costs for travel by the president and bureau members
- Costs made by the jury president and chief steward supporting Cat. 1 events
- Cost for the support by the FAI-Secretariat
- Cost of medals for Cat. 1 events
- Cost for the management of the Ranking List
- Cost of tests for the approval of flight recorders
- Cost for the management of the IGC trackers
- Other
- Investments & Projects.

Tasks of the Treasurer

Budget:

The annual budget is made up in August for the year +1 on the basis of the planned actions and management work. The annual statements of the past years might give guidance.

Expenses related to special actions have to be announced in due time.

This budget work has to be done in accordance with the instructions given by the FAI-Secretariat. This budget shall be approved by the Bureau by August 31st. and will be transmitted to the FAI-Secretariat.

*P.S. Due to the FAI-Budget timeline, it might be good to have a draft budget for the year x+1 ready for approval by the plenum.
In March we will have the approval of the budget year x and the draft budget year x+1.*

Follow-up:

The Treasurer stays in close contact with the FAI-Secretariat to keep track of the state of income and expenses and informs the Bureau on regular time interval.

Invoicing:

Full instructions have to be posted to the FAI-Secretariaat for the invoicing of sanction fees, Flight Recorder approvals, other chargeable services as soon as possible.

Approval of expense claims:

Expense claims made by Bureau members and other assigned persons for specific tasks have to be posted to treasurer for verification and approval. In absence of the Treasurer, the verification and approval will be done by the President.

Approved claims will be send to the FAI-Secretariat for further processing and payment.

Guidelines for Expense Reimbursement

Travel

The return economy class airfare or 2nd class rail fare on the most economic method of transport taking both the cost of the fare and the travelling time into consideration. Where possible public transport should be used for the transfer from the arrival terminal to the hotel, but taxi fares will be accepted where there is no alternative. If an individual elects to upgrade to a higher class, the cost of the upgrade will be the individual's responsibility.

Transport.

Where competition officials need a car to travel from their accommodation to the airfield and to travel around the airfield in some circumstances and the organisers do not provide a car, the bureau may authorise the use of a rental car. Alternatively, if it is practical and economical for the official to use their own car to drive from their home to the contest site, they may claim the travelling cost, plus a number of kms for daily use, and the cost for parking, motorway/bridge/tunnel tolls when applicable.

Travel Insurance.

All officials can make use of the FAI collective travel insurance.

The planned travel (departure/arrival from/to home/event) must be declared in advance.

Officials have to register via the dedicated link:

<http://surveys.fai.org/index.php?sid=56876&lang=en&loadsecurity=46>

Accommodation

The most economic room in the hotel used by the majority of delegates or officials attending the meeting or officials at the competition, from the day preceding the official start of proceedings up to and including the night on which the proceedings finish. If the basic room rate includes meals this will be accepted as part of the expense. If travelling with spouse or partner, the single room rate (if applicable) should be claimed. The IGC will not pay for telephone, bar service or other expenses incurred at the hotel.

Ad Hoc Expenses and Daily meal allowance

A daily meal and ad hoc expenses allowance can be claimed. If officials are going to be spending more than five days at the location this amount should be approved by the Bureau prior to the official's attendance at the competition or meeting. If this payment is approved, receipts are not required but the expenses claim must be accompanied by the authority from the Bureau.

Expenses Claims

The expense claim must be submitted in digital format to the Treasurer for approval as soon as possible after the event. The claim should be documented on the FAI Expense Approval form and supported by all possible receipts. The original claim form and all receipts for the reimbursement must be kept safely and must be posted to the FAI-Secretariat on first request.

Fixed amounts for reimbursement: (figures 2023)

- use of personal car: 0,40 CHF/km
- daily allowance for meals and adhoc expenses: 45,00 CHF/day