

2.2 Finance order and fee catalogue



1. Treasury administration

For the implementation of the aims laid down in the WMF statutes there is a Treasury. The business of the Treasury is carried out by the Treasurer (finance manager) under the supervision of the Executive Committee. Payments, except for smaller sums, should not be made in cash.

2. Extent of the Treasurer's authority

2.1. Within the framework of the budget, the Treasurer can decide alone about expenses.

2.2. The Treasurer has sole signatory power on the bank accounts. In case of his disability or in special situations, when authorised to do so by the Executive Committee, the President shall have access to the bank accounts.

3. Keeping of accounts

3.1 All income and expenditure of the Federation must be documented and recorded in single-entry book-keeping. At the end of every business year, an annual closing account must be drawn up and presented to the Delegates' Conference for approval. In those years without a Delegates' Conference, the closing account must be presented to the Executive Committee.

3.2 Annual accounts and receipts are to be retained for 5 (five) years.

4. Budget

4.1 A budget forecast must be prepared, summarising the income and expenditure expected in a business year. This budget for the following business year should be approved by the Delegates' Conference, and in those years without a Delegates' Conference by the Executive Committee. The Delegates' Conference determines a financial framework within which the Executive Committee must operate itself in its budgeting decisions in the years without a Delegates' Conference.

- 4.2** The budget forecast must not be overspent except with the approval of the Executive Committee. In such cases, the excess must be summarised in a supplementary budget, which must be approved by the Delegates' Conference or in the years without a Delegates' Conference by the Executive Committee. The overspending of the budget should only be proposed in extraordinary circumstances and requires a detailed explanation.
- 4.3** The Treasurer must draw up the budget in due time so that it can be presented to the active members, observers and members of the Executive Committee 4 (four) weeks before the passing of the resolution.

5. Administration costs

- 5.1** The general administrative tasks of the Federation are carried out at the office and by the members of the Executive Committee.
- 5.2** The rules for expenses can be applied by all entitled officials acting for the WMF.

6. Travel costs

- 6.1** The WMF can only pay travel costs to a limited extent because of its relatively small income. Travel costs can therefore only be paid with the authorisation of the President, the Executive Committee, or the Delegates' Conference. If any official travels for different reasons in the same time the expenses have to be split in a reasonable way.
- 6.2** Under the above conditions the WMF bears the travel costs for:
- 6.2.1** Participation upon invitation at meetings of the Executive Committee.
- 6.2.2** Participation of members of the Executive Committee at meetings of other WMF bodies, providing they are not at the same time representing an active member.
- 6.2.3** Participation in meetings of the Technical Commission or Youth Committee that do not take place at World or European championships, providing the permission of the President is obtained to hold the meeting first.
- 6.2.4** The presence of the members of the Executive Committee at the World- or Continental Championships, provided that their attendance is necessary solely to carry out an official function of the WMF.
- 6.3 Refund for travelling**
- 6.3.1** Long distance travelling by car has to be permitted by the president or the treasurer. Milage for travelling by car is 0,25 EURO per km.

- 6.3.2 Carpools should be built to save money. Passengers have to be listed on the official refund form.
- 6.3.3 WMF overtakes no liability for any substantial or personal damages or any claims of thirds.
- 6.3.4 Train and flight tickets have to be booked only in economical class and as early as possible to get low rates.
- 6.3.5 The cheapest form of transport should be chosen in all cases.
- 6.3.6 Special expenses necessary to reach a destination with other than public transportation can only be applied if reasonable and by presentation of original receipts.

6.4 Refund for overnight money

Applications for refund of overnight stays have to be verified by receipts. Overnight costs of more than 80,00 EURO per night must be permitted by the president or the treasurer. Without a receipt up to 25,00 EURO per night can be applied for.

6.5 Daily allowance

Per complete travelling day a daily allowance of 35,00 Euro per day can be paid without receipt.

6.6 Other expenses

Expenses for food and drink can be refunded only in exceptional cases by beforehand permission of the president or the treasurer.

7. Date for submission of accounts

- 7.1 Accounts of administrative and travel costs must be submitted by the 15th December of the current year at the latest, when they should be acknowledged and paid.
- 7.2 Applications for refund have to be done on the official form, which has to be completed filled and originally signed by the applicant.

8. Treasury auditors

- 8.1 The auditors must do a detailed audit. The result of the audit must be recorded in a formal report and presented to the Delegates' Conference or the Executive Committee.

8.2 The auditors can inspect the Treasury documents at any time. The election of the auditors and their length of office are addressed in the provision of Article 32 of the statutes.

9. Business year

The business year of the WMF is the calendar year.

Appendix:

List of subscription rates and fee catalogue

Membership subscriptions		EURO
Nations which are associated with a continental association		
Nations with up to 300 active players	lump-sum	200,00
Nations with 301 or more active players	for each player mimimum fee	0,65 200,00
Nations which are not associated with a continental association		
Nations with up to 300 active players	lump-sum	400,00
Nations with 301 or more active players	for each player mimimum fee	0,65 400,00
Charges for hosting of tournaments		
International tournaments		25,00
International matches/ Benelux-Cup/Nordic-Championships etc.		35,00
penalty for international tournaments announced after 31 st December of the previous year		10,00
penalty for not announced tournaments		25,00
penalty for tournaments on not-approved courses (per tournament / per course)		25,00
World Championships		650,00
Continental Championships		650,00
World/Continental Youth Championships		325,00
Continental Senior Championships		325,00
Nations Cup		165,00
Youth Nations Cup		165,00
Seniors Nations Cup		165,00
Continental Cups		165,00
Charges for tournament course approval		
course approval (for courses built until 31.12.2005)		25,00
course approval (for courses built after 31.12.2005)		250,00
renewal of course approval (administration and new sticker)		10,00
renewal of course approval (in case of new plate)		25,00
Start-fees and participant-fees		
World Championships	Each player	60,00
World Championships	Each escort	35,00
Continental Championships	Each player	60,00
Continental Championships	Each escort	35,00
World/Continental Youth Championships	Each player / escort	45,00
European Senior Championships	Each player	60,00
European Senior Championships	Each escort	35,00
Nations Cup	Each player / escort	30,00
Youth Nations Cup	Each player / escort	30,00
Seniors Nations Cup	Each player / escort	30,00
practice before official practice days (all above events)	per day and player	3,00
Continental Cups	Each player	60,00
Continental Cups	Each escort	35,00

WMF-Handbook (CD)		20,00
Official-fees		
daily allowance		35,00
overnight money (per night without receipt)	lump	25,00
overnight money of more than 80 EURO per night (must be permitted by the President)	as receipt	as receipt
Milage for travelling by car	per km	0,25
Other charges		
statement of claim – petition for appeal – complaint	each application	100,00
counter action or objection		50,00
reply - penalties		35,00
rejoinder - penalties		20,00
administrative penalty charge		65,00