

r a s h i d

Research Assessment & Safeguarding of the Heritage of Iraq in Danger

Internal Financial Regulations

Part 1: Principles

§ 1 Principles

Use of the organization's funds shall be governed by the principles of economy, efficiency and effectiveness.

§ 2 Economy

Expenses must be reasonable, salaries must not be excessive.

§ 3 Efficiency

Funds shall be utilized in such a manner that costs are economically proportionate to expected and realized idealistic or material benefits.

§ 4 Effectiveness

Funds shall, if possible, be directed towards those uses which promise the greatest promotion of the goals named in the Charter.

Part 2: Asset management

§ 5 Principle of electronic payment

(1) Payments shall, in principle, be accepted and rendered electronically.

(2) If accepting electronic payment is infeasible, every member of the Board of Directors shall be competent to accept cash payments on behalf of RASHID International e.V., provided

another member of RASHID International e.V. confirms the payment and transmits a receipt to the Treasurer. Cash payments shall be transferred to a bank account of RASHID International e.V. within 7 days.

§ 6 Management of bank accounts

- (1) The Treasurer is responsible for managing the bank accounts of the organization.
- (2) The Treasurer and – if a Treasurer does not exist, the Board of Directors – shall have the power to choose deputies who shall be competent to execute payments when the Treasurer is unavailable.

§ 7 Four-eyes principle

Every payment is subject to the four-eyes principle. The person authorizing payment may not execute the payment him- or herself.

§ 8 Authorizations

Each payment authorization must contain author, amount, purpose and date. All authorizations shall be stored as hard copy together with other receipts.

Part 3: Accounting

§ 9 Documentation

- (1) Every income and every expense must be documented by receipt.
- (2) All original receipts must be stored within the territory of the Federal Republic of Germany. Digital receipts may be produced to assist with accounting and stored outside the territory of the Federal Republic of Germany.

§ 10 Annual financial report

- (1) The Treasurer shall produce an annual financial report for every fiscal year. The annual financial report must contain all incomes and expenses for the past fiscal year.
- (2) The annual financial report for the preceding fiscal year shall, in principle, be produced by the 31st of March of the year following the reporting period.

§ 11 Rights and duties of the Auditors

- (1) Compliance with these Internal Financial Regulations shall be monitored by the Auditors who are elected according to § 10 III of the Charter.
- (2) Auditors are independent and must treat as confidential that which becomes known to them in the execution of their office.
- (3) Auditors shall be competent to audit the accounting at any time. Every member of the Board of Directors shall provide any and all documentation and information requested by the Auditors, unless this unreasonably interferes with the business of the organization. Comparison of receipts with accounting books shall usually take the form of auditing randomized samples.
- (4) The annual financial report shall be audited by the Auditors and they shall include their report with the presentation of the annual financial report according to § 10 III of the Charter to the Assembly of Members.
- (5) Auditors shall verify if actual assets correspond to statements in the annual financial report, if expenses are justified, mathematically correct and proven by receipt, as well as if funds were used in an efficient manner.

§ 12 Inventory

- (1) The Treasurer shall maintain an inventory containing all valuable, non-consumable items owned by the organization. Items are deemed to be valuable if their acquisition price exceeded 10€. For every item there shall be recorded a number, description, date of acquisition, price of acquisition, current value and location.
- (2) The inventory shall be maintained continuously and furnished to the Board of Directors at the end of every fiscal year.
- (3) Unusable or surplus items shall be liquidated at the best possible price. Proceeds shall be transmitted to the organization's accounts together with a receipt. Donation of items shall be recorded with a receipt.

Part 4: Miscellaneous

§ 13 Donation receipts

Every member of the Board of Directors shall be competent to issue receipts confirming donations made to RASHID International e.V.

§ 14 Entry into force

(1) These Internal Financial Regulations enter into force immediately after their adoption by the Assembly of Members on 14 December 2016.

(2) 2nd Amendment to the Internal Financial Regulations on 4 April 2018. All amendments are included in the current version of the Internal Financial Regulations.