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# INTERNAL RULES of EHEDG

## Bylaw No. 6

<b>Financials</b>
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Bylaw No. 6 was adopted by the EHEDG Executive Committee on 3<sup>rd</sup> of June 2016.

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Bylaw number 6 describes:

- Membership contribution
- Fee monitoring
- Request for financial support of Regional Sections and Working Groups
- Reimbursement of travel expenses
- Expenditures and commercial transactions subject to own financial interest

As referenced in article 8 and 13 of the Internal Rules of EHEDG effective 1 July 2016

## Finances

### Membership Contribution

- Industrial Member Companies:**

The annual fee is based on their food related global sales according to the following table.

Food related turnover in € p.a. excl.VAT	Contribution in € p.a. excl. VAT
>500 millions	10.000
50 to 500 millions	5.000
10 to 50 millions	2.500
1 to 10 millions	1.000
< 1 million	500

- Institute Members:**

Institutes in € excl. VAT:	500
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- Individual Members:**

Individuals in € excl. VAT:	100
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### Fee Monitoring:

Industrial Members, selected in case of doubt, shall have their fees verified each calendar year to confirm compliance.

The fee structure is to be reviewed yearly to ensure that the revenues meet the expectations of the members and are reflecting the EHEDG operating costs.

### Request for financial support of Regional Sections and Working Groups

Financial support for Regional Sections and Working Groups must be approved by the Executive Committee. Annual EHEDG support funds budgets are to be adhered to as closely as possible by neither exceeding nor underspending.

- **Financial Support of Regional Sections and Working Groups:**

- EHEDG supports fund budget requests from the Regional Sections and the Working Groups which must be received by the EHEDG Secretariat by 31 October of a year for the year to come.
- The EHEDG President, Treasurer and Secretary will evaluate, modify as appropriate and approve by 30 November of a year for the year to come based upon recommendation of the Chairpersons of the SubCom Regional Development and SubCom Product Portfolio.
- EHEDG support funds budget requests from the Regional Sections and the Working Groups must be evaluated by the EHEDG Treasurer and approved by the Executive Committee during the winter meeting in December for the year to come. The Chairpersons of the Regional Sections and Working Groups will be informed of the budget approved in January of the following year.
- Regional sections are to present to the EHEDG Treasurer an annually updated 3-year plan of their activities. The plan shall detail a spending plan for the EHEDG provided support funds against EHEDG approved activities. All invoices paid by EHEDG will be cross-checked for activities agreed on a yearly basis.
- In addition to their annual budget, the Regional Sections are to submit a mid-term report of their activity plan progress. The report is to include a review of actual income versus support fund budget allocations. The EHEDG Treasurer will remind the Regions in the mid-year of their obligation to spend their EHEDG support fund budgets as planned. Any major deviation should be reviewed by the Treasurer and the Executive Committee against a list of special projects where these expenses could be used, i.e. services, tasks, topics etc. or where savings could be realised.
- Approval of overspending EHEDG support funds budgets is the responsibility of the EHEDG Treasurer.
- All expenses above the amount specified in the Financial SOP shall be approved by the EHEDG treasurer. All other expenses can be approved by the Secretariat manager, provided the expenditures are in conformance to the approved budget.
- Each Regional Section shall have a Treasurer who has knowledge of accounting practices and the local tax regulations.

### **Reimbursement of travel expenses**

Reimbursement of travel expenses for participation in EHEDG activities must be approved by the Treasurer according to the SOP on Financials.

### **Expenditures and commercial transactions subject to own financial interest**

Individuals are not allowed to control and approve own expenditures or commercial transactions with entities with which they have a financial interest, directly or indirectly. Such expenditures will always need the approval of the Treasurer of the foundation.