

The financial guidelines section is an internal document for the ENPHE Governing Board and membership. It includes key principles, approaches and policies related to the network's financial governance and management.

## PRINCIPLES

The overarching principle of ENPHE's financial governance is based on its code of conduct. This implies to act honestly, transparently and in the best interests of the network. The aim of these guidelines is to fulfill the network's mission in the most effective and efficient manner and to remain accountable to its members. They are intentionally kept short and simple to address the basic elements of good financial practice. The guidelines must be regularly reviewed, at least at an annual basis.

## AUTHORITY

The General Assembly holds ultimate responsibility for the financial wellbeing of the network. On behalf of the general assembly, the Governing Board is responsible for the financial governance of all ENPHE activities. This includes the planning and management of the ENPHE budget. The chairperson and treasurer are authorized to act on the governing board's behalf on financial matters; whereby the governing board approves any use of budget.

The Management Unit is responsible for the day-to-day financial management. For it, the governing board authorizes the Office Manager to pay bills, manage membership fees, receive funds, and maintain bank accounts in agreement with the treasurer. The office manager is authorized to independently account for expenses of up to € 100.00 providing that these expenses are aligned with the network's activities and principles. Expenditure for amounts greater than € 100.00 require the prior agreement of the treasurer or chairperson. The office manager is authorized to conclude and implement contracts that have been agreed and approved by the governing board.

## RESPONSIBILITIES

The Governing Board reviews the financial status and accounting at each board meeting. It ensures to provide adequate guidance or training to office bearers or staff members to enable them to fulfil their financial governance roles.

Individual responsibilities related to the financial governance and management of ENPHE are listed in the role descriptions of the governing board members and management unit staff.

## REIMBURSEMENT

For any network expenditure and related reimbursement, it is imperative that the expenditure and claims are processed in a transparent, consistent, and effective manner.

ENPHE office bearers or employees making expenses are expected to recognise their obligations to consider whether the expense is necessary. They must obtain maximum value for money, but also, they shall consider safety and wellbeing fundamentals as well as environmental impact of their purchase or travel.

Office bearers or employees must make claims only in respect of costs properly incurred and directly related to the activities carried out for ENPHE. In principle, any expense should be made by upfront agreement with the governing board. Expense claims should not be used to purchase equipment, materials or services that should be bought through the normal procurement process. Claimants should neither profit nor suffer a financial loss whilst undertaking ENPHE business.

For train and flight travel, only economy tickets are permitted. Taxi cost are reimbursed if a journey by public transport would be longer or more difficult, if very heavy luggage is carried, for those with disabilities, or for those who perceive themselves to be at higher risk.

The reimbursement of expenses is on a receipted actual basis realized via the ENPHE claim sheet and through non-cash payments.

ENPHE recognises that the above information does not include all types of expense claim and that in exceptional circumstances a claimant may have to deviate from the network's policy. For any information not included, the ENPHE office manager or treasurer should be contacted.

## APPROPRIATION

LOYALTY POINTS AWARDED BY AIRLINES, RAILWAY COMPANIES, OTHER TRAVEL SERVICES, OR HOTEL CHAINS: Loyalty points accrued through official travel for ENPHE must be used

to offset the costs of future official journeys, and not for personal use. Employees and office bearers cannot specify a particular supplier to gain loyalty points from.

FINANCIAL TRANSACTIONS WITH INSIDERS: No advances of funds to employees or office bearers are authorized. Direct and necessary expenses including travel for meetings and other activities related to carrying out responsibilities shall be reimbursed. In no case shall ENPHE borrow funds from any employee or office bearer without specific authorization from the General Assembly.

GIFT ACCEPTANCE: Office bearers and employees may accept gifts or contributions of goods or services other than cash. However, the acceptance must be directly notified to the governing board for review and approval.

## PLANNING

Proper financial management requires planning. The ENPHE strategic and action plans (see separate document) must directly relate to the budget planning. An operating budget must be developed prior to each fiscal year. All planning must be based on responsible assumptions and projections as background, and they must align with the general goals of a non-profit network policy.

The budgeted action plan together with the operating budget are presented to the full ENPHE membership during the general assembly meetings. They shall be evaluated and assessed by two Reviewers from the Coordinators' Council and must be approved by the governing board before being presented to the general assembly by the treasurer.

## APPROVAL

The General Assembly ultimately approves the financial activities of the governing board during the general assembly meetings. The approval happens based on the presentation of a consolidated financial report prepared by the office manager on behalf of the treasurer.

The financial report shall be evaluated by two Reviewers from the Coordinators' Council and must be approved by the Governing Board before being presented to the General Assembly by the Treasurer. In order to accomplish this, the treasurer together with the office manager commit to providing accurate and complete financial data to the reviewers and to grant them access to further financial documentation.

- Financial Reporting Presentation
- Expenses Claim Sheet



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