

**Payment protocol** CFA Society VBA Netherlands and Stichting VBA Opleidingsinstituut Morreau

1. Invoices and expense claims "accompanied by receipts" are submitted to the secretarial office, where they are checked and initialled.
2. All payments prepared, and initialled, by the secretarial office, are forwarded to the executive director. The executive director checks whether the payments fall within the limits of his authority according to the power of attorney granted to him as director.
3. The executive director checks the payments that fall within the limits of his authority and initials them to indicate that they have been approved by him.
4. Payments that do not fall within limits of the authority of the executive director are forwarded for verification to the chairman and the treasurer. The chairman and the treasurer check these payments and initial them to indicate that these payments have been approved by them.
5. The secretarial office enters all payments in the payment system. The secretarial office may only enter payments that have been initialled by the executive director or by the chairman and the treasurer, as well as by the secretarial office itself.
6. As soon as the secretarial office has entered all payments, the executive director checks whether the payments that have been entered have been initialled as described above and subsequently enters the validation code which only the executive director has access to.
7. In principle, the executive director and the secretarial office execute payments twice per month (halfway through the month and at the end of the month).
8. In case of prolonged absence of the executive director, the secretarial office staff or the chairman or treasurer, the following contingency procedure shall apply: When the executive director is unreachable for a prolonged period, the treasurer checks and initials all prepared payments. The treasurer shall then ensure that he becomes the recipient of the secret validation codes that will enable him to make payments. In case of prolonged absence of the secretarial office staff, the executive director checks and initials all incoming invoices and expense claims "accompanied by receipts". All prepared payments shall subsequently be checked and initialled by the treasurer. In case the chairman or treasurer is unreachable for a prolonged period, his responsibilities and authorities with respect to the payment procedure shall be temporarily assumed by the vice chairman.
9. Once a month the treasurer and executive director will discuss the payments that have been executed.