



Governing Board, Online 18-19 Nov 2020
Agenda Item: 12
Document Name:
2GB2020_DOC12B FINANCE REGULATIONS
Purpose: For adoption

Finance Regulations: Power of Signature Matrix

Proposal to the Governing Board November 2020

Draft 10 November 2020

The document aims to set the framework of rules to be applied to engaging expenses, to purchasing of services and goods and to initiating payments.

Once the regulations are set, practical and operational aspects will be elaborated in detail within the following policies:

1. **Payments: Mandates and Power of signature on bank accounts**

See attached document: Policy topic 1

2. **Expense Engagement: Notification and Approval**

See attached document: Policy topic 2

3. **Purchasing Process**

See attached document: Policy topic 3

4. **Miscellaneous provisions**

In addition, to these 3 policies the following elements should be set up as a prioritised next step :

- 1) A travel policy has to be defined,
- 2) A credit card usage policy and amount grid has to be defined,
- 3) A suppliers' short list may also be set up according to different pertinent criteria to be defined.

Note: The amounts among the different grids and combination of persons are susceptible to change due to experience and real needs.

Power of Signature Matrix

POLICY		version: 1.0	10-Nov-20
		Author	MAG
TOPIC	SUBJECT	Reviewer	JSS
1	Mandate on the bank account ^{1,2}	TO DO : TO BE VALIDATED BY GB	

BNP Paris

		CEC	AssProp		
1	General Secretary	Jorgen Skov SORENSEN (JSS)	V	V	new to cancel and replace previous
2	Head of Finance, Administration and Payroll	Georgios MAGLIS (MAG)	V	V	new to cancel and replace previous
3	Assistant to the General Secretary	Véronique ENGELS (ENG)	V	V	new to cancel and replace previous

Ensure that no other mandate is in force expected for staff holding a credit card (Visa or MasterCard)

Evangelische Bank

Ensure that all the mandate in force are hold by person still active within CEC.

Société Générale for Strasbourg

Ensure that all the mandate in force are hold by person still active within CEC.

1	Payments - Bank transfer in Easy Banking (PC/online - banking) ^{1,2}	TO DO : TO BE VALIDATED BY GB	
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BNP Paris

		Bank Card	Limit by transfer €	
1	General Secretary	Jorgen Skov SORENSEN (JSS)	GS TO REQUEST	alone 10.000 € unlimited with number 2 or 3
2	Head of Finance, Administration and Payroll	Georgios MAGLIS (MAG)	HFAP TO REQUEST	by both 5.000 € unlimited with number 1
3	Assistant to the General Secretary	Véronique ENGELS (ENG)	AGS TO REQUEST	3.000 € unlimited with number 1

Only as back up of nr 1 or/and nr2

Evangelische Bank

Ensure that all the mandate in force are hold by person still active within CEC.

Société Générale for Strasbourg

Ensure that all the mandate in force are hold by person still active within CEC.

2	Expense engagement: Invoiced or Credit Card or Cost Claim ^{1,2}	TO DO : TO BE VALIDATED BY GB	
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Location	Expense generator	Limit of X €	Item amount (Tax excluded)		
			approval from if more than X€	notification to if up to X €	
Brussels/Strasbourg	Jorgen Skov SORENSEN (JSS)	10.000 €	KKR	GMA	
Brussels/Strasbourg	Georgios MAGLIS (MAG)	5.000 €	JSS	JSS	
Brussels	Véronique ENGELS (ENG)	3.000 €	JSS	GMA	GMA
Brussels	Peter Pavlovic (PPA)	1.000 €	JSS	GMA	GMA
Brussels	Elizabeta Kitanovic (EKI)	1.000 €	JSS	GMA	GMA
Brussels	Katerina Pekridou (PEK)	1.000 €	JSS	GMA	GMA
Brussels	Naveen Qayyum (NQA)	1.000 €	JSS	GMA	GMA
Brussels	Vanessa Baretto (VBA)	1.000 €	JSS	GMA	GMA
Strasbourg	Barbara Weber (BW)	1.000 €	JSS	GMA	GMA
Brussels - Seconded Staff	Lena Kumlin (LKU)	1.000 €	JSS	GMA	SLO
Strasbourg - Seconded Staff	Soeren Lenz (SLE)	3.000 €	JSS	GMA	

For recurring expenses: this grid will be applied for the set up of the contract. Once the contract is signed and the process validated, the expense generator should validate & communicate the good provision of the service or the good purchase and authorise the release of the payment.

For non-recurring expenses: this grid will be applied.

3	Purchasing Process	TO DO : TO BE VALIDATED BY GB	
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Second and following names = back up or support; Barbara Weber for Strasbourg's office; Torsten Moritz (TM) for CCME

1	IT (hard/software and general licences) :	ENG + MAG in coordination with GAGE (Michael) and notification or formal GO request to GS (JSS/GMA)
2	Office supplies:	ENG + VAB + BW + MAG
3	AssProp supplies :	ENG + MAG after notice or formal GO request to JSS (+/or) TM (depends on the amount and the importance of the purchase)
4	Ad hoc Task - Project related :	Executive Secretary after notification or formal GO request to GS (JSS/GMA). They are responsible to give the GO for payment of invoice to Finance
5	Travel + Accomodation etc	
	for GB member, Presidency, GS	ENG+VAB+BW+MAG
	for Admin and non Executive Staff	ENG+VAB+BW+MAG
	Executive Secretaries	each Executive Secretary after notification or formal GO request to GS (JSS/GMA)

- Note:**
- The amount are susceptible to be adjusted to meets real situation needs and by experience
 - The combination of persons is susceptible to be adjusted to meets real situation needs and by experience