



Approved by the Annual Meeting 27.05.2023

# Economic policy European Youth Parliament Sweden

## 1.0 Financial decisions

- The national board has veto-power for all financial decisions made in between annual meetings
- The national board shall work with half-year budgets that are approved by the board meeting regularly
- The Treasurer should create a budget for the fiscal year
- Changes in the budget must be made with the approval of a board meeting
- It is the responsibility of the treasurer to keep track of the budget and to change it according to the financial situation of the organisation
- The saved capital of EYP Sweden is supposed to be used only in case of an emergency (for example: not receiving the MUCF grant).
- The treasurer shall report the changes made by presidiet to the budget to the next board meeting and have it approved or not by the board.
- Project managers for national events with budgets over 15 000 kr are responsible for creating a project budget and showing it to the treasurer for approval.
  - Payments made outside of the budget shall be approved by the treasurer or president.
  - The Treasurer has the right to change the budget if the money used in the budget comes from the national budget (which for example comes from the MUCF grant)
  - For regional and national sessions, the budget should be created in collaboration between the PM:s and the treasurer, at least 1 month before the event takes place

## 2.0 Financial reports

- The treasurer is responsible for producing quarterly reports and that these are sent to the board and auditors. The quarterly report shall include:
  - A list of payments and incomes
  - Result of the quarter
  - The state of the organisations financials/The Treasurers interpretation of the outcome
  - Financial planning for the upcoming quarter

## 3.0 Payments

- If something is unclear about a payment (missing receipt, unclear motivation for a reimbursement, unclear invoices, missing signatures), the association secretary should consult with the Treasurer **before** the payment is made.

## 4.0 Internal meetings



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Internal meetings are defined as meetings between two or more board members that are not board meetings. It also includes people involved in NSP, regional boards, the organisations members, staff and externals;

#### **4.1 Rules in regards to internal meetings:**

To get financial compensation for an internal meeting, the person must:

- Set up a date and communicate this to the rest of the board, at least 3 days before the meeting. The board should also be informed about the purpose of the meeting. You can not get compensated for “spontaneous meetings”
- The max limit per person for food and drinks is 150 kr (please note that this does not apply for the regular board meetings, only for internal meetings).

#### **4.2 General rules for internal meetings:**

- Payments will not be made for venues
- The policy applies to those who hold a bank-card from EYP Sweden as well
- For a reimbursement to be made, there must be a receipt included (same rule for purchases made with the EYP Sweden bank-card).
- The presidiet has the right to change the sum that is being reimbursed or cancel it if they think the person asking for reimbursement is abusing the system.

Please note that for internal meetings that do not include reimbursement, this policy does not apply. The purpose of the policy is to hinder abuse of the reimbursement system and increase the transparency within the board.