

OPERATING PROCEDURE: OP 2

FINANCIAL AND ADMINISTRATION MANAGEMENT

Scope

Procedure covers financial and administration matters necessary to meet Japanese Law.

Business address

The registered business address of APFNDT is located in Tokyo, Japan at the following address:

Asia Pacific Federation for Non Destructive Testing (APFNDT)
C/O The Japanese Society for Non-Destructive Testing (JSNDI)
Tachibana Annex Building 10F, 2-25-14 Kameido,
Koto-ku, Tokyo, Japan, 136-0071

Responsibility for costs and financing

Members share responsibilities for costs and financing of activities as follows:

- (i) All members of the APFNDT pay an annual Fee corresponding to their category (Full member or Associate member). The amount of the contribution, expressed in the local currency of the Secretariat, is fixed by the General Assembly upon proposal of the Board of Directors,
- (ii) Individual member societies (or their nominees) are responsible for their own costs incurred in participation in the APFNDT activities and meetings, including registration fees for the Asia Pacific Conference on Non Destructive Testing (APCNDT), travel, hotels etc.,
- (iii) The APFNDT Officers (or their own Societies) are responsible for their own costs,
- (iv) The costs of the APFNDT Secretariat are carried by the NDT Society which offers to provide the Secretariat and is duly elected by the General Assembly.
- (v) The complete financial responsibility for the Asia Pacific Conference including any surplus or loss incurred rests with the host country. However the host country is required to donate 25% of any surplus to the APFNDT (see below) and to host meetings of APFNDT and APFNDT Board, Advisor Group, Committees and/or Working groups during the Asia Pacific Conference,
- (vi) All APFNDT's incomes or funds from contracted activities or projects, stand alone ones or those which arise from collaboration with National Societies or other co-operating parties or institutions, may be allocated according to the pertaining contract and the profit gained through such activities be used for the development of APFNDT and its members.
- (vii) An APFNDT Bank Account shall be established in the country where the Federation is registered.

- (viii) The APFNDT Account may receive donations from Member Societies, external bodies or from the host of the Asia Pacific Conference. It will disburse monies held on behalf of APFNDT only according to this operating procedure.
- (ix) National Societies are responsible for their own finances. They provide facilities for meetings of APFNDT and its committees and working groups when agreed during their own National Conferences.

Uses of Funds

The APFNDT can use its funds:

- (i) Cost for running the Federation
- (ii) For assistance towards the formation of new National NDT societies,
- (iii) For promotion of NDT and relevant activities,
Such as: For the provision of funding to young NDT professionals in membership of national NDT societies for travel and attendance at Asia Pacific NDT conferences.
- (iv) For the realization and implementation of activities and projects according to the agreements and contracts between APFNDT and other parties and
- (v) In accordance with decisions made by APFNDT Board and General Assembly.

Operation of Bank Accounts

Bank Accounts (Current and Interest bearing) will be the responsibility of the Treasurer of the APFNDT.

Reserve funds shall be held in an interest-bearing account.

Withdrawals and payments shall be executed by the Treasurer and either the President or General Secretary with approvals from the board. Specific additional approval is required by the Board for expenditure which is not budgeted.

Accounts and records shall be maintained by the APFNDT Treasurer and lodged at the Headquarters. Copies of transactions should be sent on regular basis to the APFNDT Executive Committee.

Annual Report to BOARD and General Assembly

The APFNDT's budgetary and accounting year begins on the 1st April and ends on the 31st March of every calendar year.

A financial report shall be prepared by the Treasurer and following audit and signature by the elected auditor, presented by the Treasurer to the Board and GA for Approval.

Annual Fiscal Report

The Annual Fiscal report must be prepared by the Treasurer and presented to the Japanese, Taxation Authorities, following ratification by the Board.

Responsibilities of Representatives of APFNDT at the Registered Address / Secretariat:

- Hosting the registered address of APFNDT;
- Reception of mail, invoices, e-mails, faxes and phone calls and handling by the Secretariat.
- Archive for general APFNDT documents; and also for meeting compliance with Statutory and regulatory requirements.
- Provision of meeting rooms including all required services (tel., fax and email etc.) for APFNDT Board or GA meetings, if required, 2 times a year;
- Information service with respect to interesting APF events in the context of NDT;
- Publication of changes of Board personnel after each GA

The Treasurer is responsible to ensure the Secretariat follow procedures include:

- Payment of incoming invoices, following approval as above,
- Issue of Membership Fee invoices,
- Issue of outgoing invoices (specific activities),
- Follow up of unpaid invoices,
- Bank accounts handling and
- Preparing a financial summary for each Board.
- Presenting to the auditor