

OPERATING PROCEDURE: OP 2 (Rev5)

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) 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 (APCNDT), travel, hotels etc.,
- (ii) The APFNDT Officers (or their own Societies) are typically responsible for their own costs.
- (iii) The costs of the APFNDT Secretariat are carried by the NDT Society which offers to provide the Secretariat and is duly elected, or by other member societies which volunteer support.
- (iv) The complete financial responsibility for the Asia Pacific Conference (APCNDT) including any surplus or loss incurred rests with the host country. However the host country is obliged to provide facilities to host meetings of APFNDT including AEC, Board, Advisory Group (AG), Committees and/or Task Groups (TG's), during the APCNDT.
- (v) APFNDT may receive donations from Member Societies, external bodies or from the Asia Pacific Conference (as a "revenue for activity" source). Therefore, from funds achieved by the last APCNDT, it is expected to offer a donation (eg 25%) of any surpluses to the APFNDT. In addition APFNDT may collect Fees from members (see Appendix A).
- (vi) All APFNDT's incomes or funds from contracted activities or projects, standalone 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. The APFNDT Account may receive donations from Member Societies, external bodies or from the host of the APCNDT. It will disburse monies held on behalf of APFNDT only according to the operating procedures; and.
- (ix) National Societies are responsible for their own finances. They provide facilities for meetings of APFNDT and its committees and TG's, when agreed during their own National Conferences.

Uses of Funds

The Treasurer, in conjunction with the AEC & Board, will prepare an Income and Expenditure Budget, including proposed support to the Task Groups and region as a whole.

APFNDT can use its funds for:

- (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 GA.

Operation of Bank Accounts

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

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

Budgeted withdrawals and payments shall be executed by the Secretariat as previously approved by the AEC and Board.

Un-budgeted withdrawals and payments require specific additional approval by the AEC for expenditure.

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

Annual Report to AEC, Board and General Assembly

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

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

Annual Fiscal Report

The Annual Fiscal report shall be approved by the Treasurer and presented to the Japanese, Taxation Authorities by the Secretariat Representative, following ratification by the AEC and Board.

Annual Budget

The annual Budget shall be prepared by the Treasurer and approved by a majority of the AEC and Board, prior to the commencement of the financial year (September 1st).

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;
- Provide Information with respect to APFNDT 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 to include:

- Payment of incoming invoices
- Issue of Membership Fee invoices and collection of Fees
- Issue of outgoing invoices (specific activities)
- Follow up of unpaid invoices
- Administration of Bank accounts
- Preparing financial reports for the AEC, Board and GA Meetings
- Presenting the financial reports to the auditor including documentation as requested
- Maintain the membership register and payment status.