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## TREASURY POLICY 2019

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## 1.0 STATEMENT OF POLICY ON TREASURY.

The Association for Psychoanalysis and Psychotherapy in Ireland is an organization that is fully committed to prudent financial spending. We recognise the economic contribution that all members have made in joining the organisation.

This policy will apply to all executive committee members, volunteers, and staff who will be responsible for the income and expenditure of the organization.

This policy aims to clearly explain a code of conduct on how we spend APPI finances and what to do in the event of any concern that may be raised on those finances.

APPI has an overall duty and responsibility to utilize the association's finances by the following means:

- (i) Developing guidance and procedures for any member who may have reasonable grounds for concern about financial mismanagement with the organization. It is the responsibility of each organization's Chairperson and Treasurer to ensure that such policies and procedures are in place and are operating effectively;
- (ii) Ensuring that the organization has clear written procedures on the action to be taken if allegations of financial misconduct arise;
- (iii) Raising awareness within the organization about financial risks and potential overspending;
- (iv) Developing effective systems for responding to queries and complaints;
- (v) Ensuring that clear procedure concerning record keeping of expenditure and income. Any concerns are in place and are operating effectively, taking appropriate account of the need to ensure that such records are kept securely under General Data Protection Regulations (EU/2018);
- (vi) All EC members must be aware of and familiar with the Treasury Policy of the organization. It is the responsibility of the Chairperson and Treasurer to ensure that EC members are aware of all of the policies.

### Important Notice

This policy is to be reviewed every year by the elected executive committee as soon as possible. The executive committee should review and give approval for any changes to the policy and record the changes. Members can also contribute to changes in the policy. Any concerns raised throughout the year can also influence further policy changes or amendments.

Treasury Management comprises the management of all monies and transactions in connection with the cash and funding resources of the association.

APPI is committed to ensuring effective management of all funding from external sources and the investment of APPI events and APPI sponsored events.

The Treasury Strategy undertaken by APPI will have regard to:

- The maintenance of a stable financial position for the association;

- The need to ensure that the association has sufficient and appropriate resources available to it to meet both its long-term and its planned short-term funding requirements; and
- Relevant legislation and recommended accounting standards.

## 2.0 AUTHORITY & RESPONSIBILITY

- 2.1 In the spirit of volunteerism, the Executive Committee is essentially a voluntary role. EC Members do not receive payment for their role.
- 2.2 The Executive Committee is responsible for reviewing the Treasury Policy by setting out a strategy and plan for spending. The EC has a responsibility to ensure implementation, monitoring and review of the Treasury Policy.
- 2.3 The Treasurer has overall responsibility for the Treasury management function. The Chairperson, under the direction of the association, is responsible for preparing treasury procedures including an appropriate reporting system, ensuring the adequacy of treasury management resources and skills and the active division of responsibilities within the treasury management function.
- 2.4 The Treasurer and Administrator are responsible for reviewing APPI bank balances and overall position every month.
- 2.5 The Treasurer has responsibility for the preparation of monthly accounts and bank reconciliations. These are subject to review by the Chairperson.
- 2.6 The Financial Auditors are entitled to seek information on the treasury operations of the Association. The Treasurer and the Administrator are responsible for responding to any such queries.
- 2.7 Members can request information on the spending by the EC. For the purposes of protecting other member's information as per the General Data Protection Regulations (EU/2018), a statement can be provided anonymised form with the title "member." Any information that does not affect members will not be anonymised.
- 2.8 The treasury management function is subject to annual audit and verification by the external auditors.

## 3.0 BANKING ARRANGEMENTS

- 3.1 Bank mandates of the association are approved by the Executive Committee. Each bank mandate is signed off by the Treasurer and another an authorized person, typically the Administrator. The banks used by the association are given a list of officials authorized to sign as per the bank mandate signing instructions, together with their specimen signatures.
- 3.2 Opening or closing of a bank account for dealing with the association's funds shall only be done following the authorized bank mandate. All bank accounts shall be in

the name of APPI Ltd. No other section shall be empowered to operate a bank account relating to APPI activity. Similarly, no cheques or financial instruments made payable to APPI shall be endorsed and credited to any other account.

- 3.3 The Treasurer and Administrator are responsible for liaising with the association's bankers concerning the association's bank accounts and the issuance of cheques. All cheques shall be ordered on the authority of the Treasurer, who shall make proper arrangements for their safe custody.
- 3.4 All cheques drawn on behalf of the association and all electronic transfers must be approved in the form provided for in the association's bank mandate.
- 3.5 All bank balances are reviewed monthly through the completion and control of the treasury management spreadsheet, documenting the daily balances on current and deposit accounts as well as detailing transfers between accounts and the total value of account balances and investments. Access to the spreadsheet is password protected and restricted to authorised personnel. Directors may view the accounts upon request.
- 3.6 All bank accounts are reconciled quarterly. The Treasurer is responsible for ensuring that all bank accounts are subject to regular reconciliation and that large or unusual items are looked into as appropriate.

## 4.0 PROCEDURES FOR ANY DEPOSIT MATURITY

- 4.1 On a daily basis, the Treasurer, has the responsibility to ensure that funds are allocated appropriately by anticipating daily cash flow requirements and to either fund the various current accounts if required or place excess funds on deposit.
- 4.2 Where funds are being transferred, two authorised signatories are needed for the transfer of funds.
- 4.3 Maturity dates are recorded and maintained by the Treasurer. Maturities on the day are dealt with as follows:
  - The maturity will be confirmed with the relevant bank;
  - Daily rates will be checked with at least two other banks where appropriate and
  - A decision will be made either to rollover the maturity, use for cash flow or place the funds with another bank.
- 4.4 Confirmation of deposits received from the bank is compared to the deposit control account spreadsheet monthly and the Administrator and the relevant bank query issues identified.
- 4.5 On maturity, all deposit interest figures are calculated and verified with corresponding banks. All queries concerning any deposit interest calculation are clarified directly with the bank. The financial system is updated every month for interest received in the relevant month. Interest accruals are posted at the end of each fiscal year.

## 5.0 BORROWINGS

- 5.1 APPI will ensure that all borrowing transactions take place under the objects and functions of APPI's Four Priorities. Also, the level of sponsoring shall not impinge on the association's ability to meet its annual servicing cost or its ability to maintain financial and operational viability.
- 5.2 Any proposals for long-term borrowing for funding of projects will be evaluated by the Executive Committee in line with the association's business plan and the objectives of this policy, and will not be undertaken without an expressed democratic decision of the Executive Committee.
- 5.3 Appropriate interest rate hedging, through fixed rates, caps, and other non-aggressive instruments, will be undertaken to protect the association from sharp increases in interest rates on borrowing.
- 5.4 Any subsequent refinancing of a borrowing arrangement will be considered if the terms are competitive and as favourable as can reasonably be achieved in the light of market conditions prevailing at the time, and will require approval by the Executive Committee.

- 5.5 Projects or events hosted by APPI members may be sponsored from balances held by the association. Decisions to sponsor are at the discretion of the executive committee.
- 5.6 As part of the decision making by the EC to sponsor a project or event, a risk analysis must be undertaken and discussed by both the director of the project or event and the EC, collaboratively, to understand the risks and potential gains in undertaking a project or event. If necessary, a feasibility study may be undertaken for this. The onus is on the director of the project or event to undertake this if requested.

## 6.0 ELECTRONIC FUND TRANSFERS

- 6.1 APPI's long-term strategy is to complete all transactions via electronic banking and eliminate all cheque transactions and minimize cash transactions.
- 6.2 Where electronic payments occur, all transfers and direct debit payments will only be initiated and authorized by mandated personnel. Supporting documentation will be retained.

## 7.0 CASH & CHEQUE TRANSACTIONS

- 7.1 Until cash and cheques are eliminated, any money or cheques received through the mail are forwarded to the Administrator or Treasurer.
- 7.2 Any cash receivable should be remitted to the Administrator or Treasurer indicating a reference to a related business. Cash receipts should be accompanied by appropriate supporting documentation.
- 7.3 Only Irish drafts, postal orders, euro cheques or cash should be accepted only if electronic fund transfer is not possible.
- 7.4 Monthly cash sheets are maintained to indicate the summary of all cash lodgements to the bank.
- 7.5 In the event where receipts have been misplaced, an APPI receipt must be completed to detail the expense.

## 8.0 FOREIGN EXCHANGE

- 8.1 APPI will seek to keep transactions involving foreign currency to a minimum and will try wherever possible to have transactions conducted in Euro rather than foreign currency.
- 8.2 APPI will not hold foreign currency except in anticipation of related expenditure or onward payment.

## 9.0 SPONSORSHIP OF APPI EVENTS

- 9.1 APPI encourages members to host events that promote APPI, the APPI brand, and to further scholarly engagement into *The Primary Object*.
- 9.2 The cost of holding the event may vary and can be at considerable expense to the member that hosts and/or holds the event. APPI, in its discretion, can sponsor events up to an agreed cost if there is a benefit to the organization. Any project or event must be expected to break even financially.
- 9.3 The member will need to provide an estimated breakdown of the income and expenditure predicted for the event using the standard template in Appendix 3.
- 9.4 The estimated costs must be approved by a majority of the EC after deliberation. Permission is then communicated to the member and the terms by which sponsorship can occur.
- 9.5 The member will need to give a receipts or invoices to the Administrator or Treasurer for the event for accounting purposes.

## 10.0 EXPENDITURE AT APPI EVENTS

- 10.1 APPI encourages prudent spending of the association's money during APPI Events.
- 10.2 The members of the Executive Committee require expenses for promoting and supplying a high standard event, which aims to further scholarly inquiry into *The Primary Object*. As a result, costs are required to pay for:
  - Promoting the event.
  - The keynote speaker's cost.
  - The cost of the main speaker's accommodation and flight (where necessary)
  - The cost of the venue.
  - The cost of beverages and/or lunch during the day of the event.
  - The cost of post-event arrangements with the speaker.
- 10.3 Historically, APPI has always aimed towards using keynote and guest speakers who do not charge a price for speaking at an event. APPI bears in mind the considerable cost of member's fees each year and aims to keep the accounts to a healthy amount. To this end, the Treasurer must agree with members a limit on the spending for the year (see appendix 1). These costs are to be reviewed yearly following the nomination of members at AGM level. Members are also encouraged to discuss ways of developing prudent accounting for the year. The purpose of this metric is to collectively endorse a healthy level of spending and scrutiny on a collective basis.
- 10.4 In keeping with the spirit of volunteerism, all EC Members ought to pay for attendance regardless of their input into events. It is healthy practice to clarify who pays and who does not.



- 10.5 APPI aims to promote interest by using renowned speakers from time to time, and this may require payment to the main speaker of the event. The reason for this is to increase revenue in the hope that APPI attracts interest in project or event that promotes psychoanalysis.
- 10.6 For the sake of responsible accounting, all costs of the event are to be paid by APPI Credit Card, EFT, or cheque by the Administrator or Treasurer. No Director on the EC may pay from their own personal account.

## 11.0 RESPONDING TO CONCERN OR COMPLAINTS OF FINANCIAL MISMANAGEMENT / UNDISCLOSED SPENDING

### 11.1 *POLICY STATEMENT*

The EC works on behalf of the members and from time to time may seek their views on essential items of expenditure. Any concerns of a member regarding the financial activities of APPI should be put into writing and addressed to the Executive Committee, the matter to be considered at the earliest Executive Committee meeting, or earlier if necessary.

### 11.2 *PROCEDURES FOR RESPONDING TO A COMPLAINT*

The EC must undertake to ensure all complaints are taken seriously and dealt with fairly.

The EC will endeavour to quickly and informally resolve complaints through discussion with members as appropriate.

All complaints will be referred to the Chairperson and the Ethics Committee where they will be adjudicated. Should the Chairperson or member of the Ethics Committee be part of the complaint, and then a separate independent adjudicator will be assigned.

Members will be made aware that there is a complaints procedure in operation in APPI.

Where errors arise, the EC will rectify the error speedily and in line with treasury policy.

## Appendix 1: Pre-Approved APPI Costs

ADVERTISING / PROMOTION OF AN EVENT PER EVENT	€ 200
VENUE	€ 500
BEVERAGES & LUNCH FOR EVENT ATTENDEES	Discretion of Events Committee
DINNER AND/OR LUNCH WITH SPEAKER	€ 200
STATIONERY	€ 200
TAXIs	Discretion of Events Committee
TICKET PRICES	Discretion of Events Committee
WEBSITE	Discretion of Events Committee
MENTAL HEALTH REFORM MEMBERSHIP	€ 150
SOUND EQUIPMENT	€ 200
MEMBERSHIP BOOKLET PRINTING	€ 500
EXECUTIVE COMMITTEE ROOM RENTAL PER MONTH	€ 150
APPI MEMBERS INTERVIEW PANEL EXPENSES	Parking & Transport Costs Only
INSURANCE	Discretion of the Treasurer
ACCOUNTANTS COSTS	Discretion of the Treasurer
KEYNOTE SPEAKER'S ACCOMMODATION	Discretion of the Administrator
KEYNOTE SPEAKER'S FLIGHT COSTS	Discretion of the Administrator

## Appendix 2: APPI Costs for discussion at EC Meeting where required

ANYTHING BEYOND COSTS AT PRE-APPROVAL LIST IN APPENDIX 1
PEP-WEB
ICP MEMBERSHIP
LACUNAE AND/OR PRINTERS FEE
BOOKS FOR EVENT
KEYNOTE SPEAKER FEE
SPONSORSHIPS
GIFTS

## Appendix 3: Expenditure Sheet



### TEMPLATE FOR EVENTS SPENDING

EVENT:

	Income	Expenditure
Room Hire		
Advertising		
Keynote Flight & Accommodation		
Keynote Speaker Fee		
Keynote Subsistence		
Tea/Coffee Reception		
Stationery		
Staff		
Lunch		
Dinner		
Delivery		
Ticket Sales		
Book Sales		
Other		
TOTAL		

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_