

Appendix 3. METREX financial management summarised

THE FINANCIAL MANAGEMENT OF METREX

(See the METREX Statutes, Internal Regulations (Helsinki Meeting) and Memorandum (Rotterdam Meeting))

GENERAL ASSEMBLY (GA)

Approves the METREX programme of activities and initiatives for 2 years
Approves a budget and subscriptions for 2 years
Approves the accounts for the past two years (as a result of the change in the financial year to a calendar year)

*APPROVES BUDGET
APPROVES ACCOUNTS*

MANAGING COMMITTEE (MC)

Sets out the METREX programme for consideration and approval by the GA
Implements the approved programme
Sets out a budget for 2 years for consideration and approval by the GA
Authorises, controls and monitors expenditure and keeps accounts for presentation to the GA
Provisionally approves annual accounts
Establishes a savings fund (refundable deposits)
Defines, contracts and directs the services of the Secretary General
Defines, contracts and directs the services of an external Auditor

*SETS OUT BUDGET
FINANCIAL MANAGEMENT
PROVISIONAL ACCOUNTS*

SECRETARY GENERAL (SG)

BUDGETS/ACCOUNTS

Promotes the purposes of the Network and the approved programme
Assists the Treasurer to prepare budgets and accounts
Authorises expenditure up to an agreed limit (approval of the President/a Vice President or 2 VP's over this)

BOOK KEEPING

Book keeping of all income and expenditure (Ledgers of all income and expenditure including all receipts and invoices)
Defining, contracting and directing the services of appropriate personnel

TREASURER (TR)

ACCOUNTING SYSTEMS

Controls and monitors the accounting systems
Approves counter signature arrangements

ACCOUNTS

Prepares and presents accounts for the Auditor, GA and MC

BUDGETS

Prepares all budgets and accounts for Belgian law (deposit in registered METREX office in Brussels)

AUDITOR (AU)

CERTIFIES PROBITY

Appointed by the MC to certify the probity of the Association's financial management

Accountant (AC)

*ACCOUNTS
STATEMENTS*

Acts for the Treasurer and Secretary General in keeping accounts
Keeps the METREX accounts based on the METREX Bank Statements and SG Ledgers (receipts and invoices)
Prepares Financial Statements and Cash Flow Statements for consideration by the T and SG