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Guidelines for the CREATE Treasurer

Introduction

- a. The Treasurer is responsible for directing the financial transactions of CREATE and keeping proper accounts of the finances of CREATE.
- b. The Treasurer also produces financial reports on several occasions during the financial year as described below.
- c. All monies raised by or on behalf of CREATE shall be applied solely to further the aims of CREATE.

Duties

1. Financial Reports and Audits

The financial year runs from January 1st – December 31st.

- a. The Treasurer produces statements of financial accounts of the previous financial year for
 - a. the CREATE Organising Committee, submitted at the Annual General Meeting [date: usually in January/February]. The report should include financial transactions of the previous financial year.
 - b. the EHPS Executive Committee, submitted at the EHPS Executive Committee Meeting [usually in summer]. There shall be two reports. The first one should include financial transactions from the previous financial year. The second report should include ongoing finances and financial estimates from the current financial year.
- c. and upon request from the CREATE or EHPS Executive Committee.

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- b. The accounts will be audited at least once a year by auditors appointed by the EHPS Executive Committee. Therefore, the financial report is usually emailed to the EC treasurer a number of weeks prior to the annual EHPS meeting, which takes place at the EHPS annual conference [date: usually in August/September]. Furthermore, CREATE finances are audited at the EHPS annual conference.

2. CREATE Bank Account

- a. A bank account is operated in the name of CREATE with such bank as the CREATE Executive Committee may decide. To circumvent time-consuming transition and authorisation processes, this bank account was located in Germany at the Berliner Sparkasse until June, 2010. From then on, there has been a new bank account at the Deutsche Bank with English website. The CREATE Treasurer as well as the EHPS President and the EHPS Treasurer have the authorisation to carry out financial transactions on behalf of CREATE. Therefore, the CREATE Treasurer has to approach the EHPS Treasurer for authorisation.
- b. For online banking, a password and TAN's (Transaction Authentication Number; single use password to authorise financial transactions) are needed. Treasurers have to make sure to get a password and TAN-list from the Deutsche Bank. The CREATE bank account does not include a credit card, but a debit card, which is issued to the CREATE treasurer.
- c. The EHPS approved to stand surety for CREATE's activities, provided that the budget for these activities has been confirmed by the EHPS Executive Committee. Transactions over 1000 Euro must be authorised by the EHPS Treasurer.
- d. The Treasurer retains all statements, invoices and receipts relating to CREATE bank account transactions.

3. CREATE Workshop Fees / Reimbursement of Facilitators

- a. No costs are involved in registering as a CREATE network member, but CREATE workshop participants are required to pay a workshop fee.
- b. A reduced workshop fee applies to participants from countries listed on the World Bank list of countries with low economic resources.
- c. If the workshop fee is not paid within two days of the deadline, a reminder is sent offering a further deadline as determined by the CREATE EC (e.g. one day later). The participant is also instructed that non-payment will result in the application being cancelled and the workshop place offered to another applicant.
 - d. Participants from inside the European Union are requested to pay the workshop fee by international bank transfer. To circumvent high transfer fees, PayPal payment is offered on request

as alternative payment method to participants from outside the EU only. PayPal payments may be accepted from EU participants in exceptional circumstances only. In any case of PayPal payment, an additional fee of 5 Euro will be charged in agreement with the respective participant to cover transaction costs. [contact person for questions: currently Jan Keller]

- e. International transfers must be made in Euro and transaction costs are incurred by the person transferring money. For example, participants have to pay the transfer costs when transferring the workshop fee.
- f. As a token of gratitude, facilitators are reimbursed for up to €500,00 for each facilitator. This is related to travel reimbursement as well as life costs and accommodation during the workshop (not during the conference). Additionally, facilitators` conference fee is free. When organizing facilitation of future CREATE workshops (that is, the year after upcoming workshop), facilitators need to be informed about their reimbursement and free conference fee by the CREATE treasurer.
- g. Personalized receipts for the workshop fee are given to each participant (via mail with a scanned signature). Additionally, participants receive an attendance certificate at the Workshop signed by the workshop facilitators.
- h. CREATE Workshop participants have to be members of the EHPS, so the treasurer has to check with the CREATE application master, whether membership status is ok (via EHPS Number and Last Name on the EHPS Website). Encourage Membership!

4. Handover to newly elected treasurers

When the newly elected treasurer officially overtakes at the post-workshop EC meeting, the resigning treasurer organizes the authority to access the bank account (check with bank) to the newly elected treasurer. Furthermore, the resigning treasurer adds the newly elected treasurer to the Google Drive folder of CREATE and hands over information about all documents generated by CREATE treasurers (financial reports, certificates of attendance, name tags, receipts for participants).

Financial Support by the EHPS

- a. CREATE offers a number of hardship grants per workshop [currently two grants of 1000 Euro]. The grant awards are made by a committee acting on behalf of the EC. These grants are provided by the EHPS and the CREATE treasurer informs grant winners about the possibility to receive 50% of the grant in advance.
- b. As recognition of the effort involved in organising the CREATE workshop, the EHPS provides 900 Euro for the CREATE Executive Committee as contribution towards either the EHPS conference fee or to expenses incurred during the workshop organisation. Allocation of

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these funds is agreed by the committee, and if not allocated in a given year are carried over to the balance of CREATE bank account.

- c. In the event that a **CREATE applicant** registers for the first time as an EHPS member (a prerequisite for workshop attendance), the EHPS membership fee will for the first year be transferred to CREATE. The treasurer must contact the EHPS membership officer/EHPS treasurer following the workshop to arrange this transfer of funds.
- d. The money for the matters specified in paragraphs a. to c. is usually transferred to the CREATE account shortly after the EHPS conference after prior agreement with the EHPS Executive Committee.

[contact person for questions regarding these transactions: Jan Keller]

Timeline

Time	Task
After conference	<ul style="list-style-type: none"> - Pay invoices - Reimburse facilitators - Remind EHPS of PayPal payments, new members fees, CREATE workshop organizer reimbursement - List estimated costs of upcoming CREATE EC winter meeting and send it to EHPS treasurer
January/February	<ul style="list-style-type: none"> - EHPS EC winter meeting: prepare financial report - CREATE EC winter meeting: prepare financial report. Reimburse CREATE EC members. Pay for food at the meeting - Send EHPS treasurer the list of CREATE EC meeting costs and ask for reimbursement
End of March	<ul style="list-style-type: none"> - Prepare and send projection of CREATE expenses of the current financial year to CREATE chair as well as the EHPS Treasurer. Try to include a buffer of about 500€.
Spring	<ul style="list-style-type: none"> - Adapt refund deadline to grant decision and conference abstract decision processes - Send edited workshop payment form to CREATE communication officer - Send email to <u>next year`s facilitators</u>, informing them about reimbursement/free conference fee - Check with conference organizers how <u>this year`s facilitators</u> can register for the conference without having to pay the conference fee.
After payment deadline	<ul style="list-style-type: none"> - For applicants who haven`t paid yet, send out a payment reminder. If payment has not arrived 3 days after the postponed deadline, candidates from the waiting list are considered (applicants who did not pay until the payment deadline are rejected via mail)
Early summer	<ul style="list-style-type: none"> - Prepare 1 slide for participant pack - Email experts about reimbursement through EHPS (form in Dropbox) - Prepare 2 reports for EHPS
1 week before the workshop	<ul style="list-style-type: none"> - Prepare certificates of attendance - Prepare name tags - Send receipts for participants via mail - Prepare 1 introduction slide
Workshop	<ul style="list-style-type: none"> - EC meeting on Saturday afternoon - Meet participants/facilitators on Saturday evening - Sunday: pay for dinner - Monday/Tuesday: pay for other invoices (CREATE EC dinner, etc.)
Conference	<ul style="list-style-type: none"> - Have an audit with the EHPS treasurer (Bank statements and 2 financial reports)

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