

Pursuant Articles 41, 42 and 43 of the Statute of the Association “МЕЂУНАРОДНА БЕЗБЕДНОСНА АСОЦИЈАЦИЈА” – “INTERNATIONAL SECURITY ASSOCIATION”, abbreviated name “ISA”, at the Managing Board meeting held on 1st August 2016 hereby passed the following

RULES on MATERIAL-FINANCIAL OPERATIONS

Article 1 (General provisions)

These Rules shall regulate the principles of material and financial operations and the expenditure of resources, operations with material and financial resources of the International Security Association - ISA (hereinafter Association) and its bodies.

The Association administers material and financial operations pursuant to these Rules and other applicable regulations applied to material and financial operations.

Article 2 (Assets and financing)

Method of raising funds (financing) of the Association is defined by the Statute of the Association.

Article 3 (Use of resources)

Resources collected for the activities and operations of the Association shall be used for the purpose for which they were collected. They are used in accordance with the financial plan adopted by the Managing Board.

In case that during leveling of the account there is surplus of income over expenditure, the resources are used for the activities of the Association or organizations founded by the Association.

Special procurements for some activities of the Association in accordance with the adopted financial plan shall be approved by the President of the Association, and, in his/her absence, by the person authorized by the President in writing.

Remuneration for work of the members of the Assembly, the Managing Board and other bodies of the Association, incurred during the activities of the Association is approved by the President of the Association, and, in his/her absence, by the person authorized by the President in writing.

Article 4 (Payment of bills and liabilities)

The Association pays its liabilities and due bills via bank account of the Association or sub-account of the organizations founded by the Association or in cash.

Settlement of liabilities and cash payments shall be made in accordance with the provision on payment in cash and the maximum petty cash limit.

All documents referring to material and financial operations are approved and signed by the President of the Association, and in his/her absence, by the person authorized by the President in writing.

Duly completed, calculated, approved and certified document is the basis for the payment of funds from the bank account or sub-account.

Article 5
(Record keeping of income and expenditure)

Cash-keeper of the Association (administrative-technical person in charge of finance) is responsible for operations with cash. He/she accurately keeps records of all payments based on the financial provisions on cash operations. He/she also performs tasks related to payments of the received liabilities and bills calculated on the basis of the approved documentation, planned and agreed deadlines, through the account or sub-account.

All other activities as well as bookkeeping are performed by a certified accountant on the basis of the signed Contract on the provision of material and financial services.

Cash-keeper of the Association (administrative-technical person in charge of finance) is responsible for timely and accurate submission of documents to the certified accountant.

Article 6
(Petty-cash maximum – payments)

The Managing Board, by rule, once a year determines the amount of petty-cash maximum in accordance with the provisions on the payment of cash and petty-cash maximum.

The Managing Board, by rule, once a year decides upon the amount and method of payment of the expenditures to the members of the Association, for payments to individuals that are outside the scope of the provisions of the acts passed by the Government of the Republic of Serbia.

Incurred costs related to the activities of the Association are reimbursed to the members of the Association on the basis of the submitted invoices.

Article 7
(Material operations)

Control of financial operations is conducted at the end of each administrative year. The control is conducted by the Supervisory Board, which makes a list of permanent and temporary assets and debts and due liabilities as of 31st December of the current year.

In addition to regular control, the Supervisory Board may conduct extraordinary control of financial operations at any time during the administrative year,

The supervisory Board makes report on the financial status during each control. It is recorded in the Book of Reports of the Supervisory Board and is submitted to the Assembly for adoption.

The Report shall also be submitted to the certified accountant in order to harmonize the actual and accounting status.

Archiving of material and financial documentation is the responsibility of the cash-keeper of the Association (administrative-technical person in charge of finance).

Article 8
(Record-keeping and accounting)

All business accounts of the Association are accounted by the certified accountant according to the Contract defining and regulating mutual obligations and responsibilities.

Business books of the Association are kept according to the principles of bookkeeping, depending on the amount of turnover as well as on the basis of the existing accounting solutions in the society, arising from the accounting standards.

Business books of the Association:

- The main book of financial operations of the Association and its fund
(All financial transactions on the account of the Association and its fund)
- Book of property of the Association
(Records of movable and immovable property of the Association)
- Petty-cash log book of the Association:
(All cash deposits and withdrawals to and from the petty-cash of the Association)

The entire procurement of promotion materials during the year is accounted as direct bargain with suppliers based on purchase price

Procurement of consumables on an annual basis for the work of the Association or Organization founded by the Association, whose value does not exceed the amount of 8,000.00 RSD is recorded in accordance with the rules and is 100% write-off.

For procurement of fixed assets and consumables, which are recorded as fixed assets, the fixed asset register is kept and tender procurement is used.

Article 9

The amount of annual membership fees and other monetary amounts related to the activities of the Association are determined by the Managing Board, under the authority arising and adopted on the basis of laws and other by-laws.

Article 10

These Rules shall enter into force on the day of their adoption at the meeting of the Managing Board.

In Belgrade, on 1st August 2016

President of the Managing Board

Seal

Aleksandar Manic