

Central European Service for Cross-Border Initiatives

([headquarters](#)cat: 1067 Budapest, Teréz krt. 13., tax number: 18188071-2-42)

MONEY MANAGEMENT REGULATION

([Consolidated version with amendments](#)~~in a structure uniform with modifications~~)

The present Money Management Regulation (hereinafter: Regulation) has been formulated for the transparent, controllable and secure management of the cash flow to be processed in the treasury and bank account of the Central European Service for Cross-Border Initiatives (hereinafter: Association).

The Regulation was compiled taking the relevant regulations into account.

The domestic treasury of the Association must be developed and situated in a way that the protection of property is fully ensured during the preservation and storage of money and the performance of tasks related to money management.

In order to comply with the above and the provisions of the accounting legislation, the management of the domestic treasury is regulated as follows.

The responsibility of the treasurer extends to the operation of the domestic treasury in accordance with legal regulations, the establishment of its accounting and record-keeping orders, and the regular audits of their compliance.

The treasurer(s) shall be informed of the regulation and it must be brought to their attention that they are liable for infringements of the provisions.

The domestic treasurer ensures cash flow.

1. Money management rules

The treasurer is obliged to manage the amounts withdrawn from the account holding bank for the purpose of cash payment, and the amounts of cash payment.

Foreign money or value may only be kept in the domestic treasury with the special permission of the president of the Association. Foreign money or value shall be managed and recorded separately.

After the closing the treasury, the cash balance of the domestic treasury may not exceed the approved limit determined in writing, which is 300,000 HUF. The amount above the established limit must be paid into the current account, on a daily basis, if necessary.

1.1 Cash balance

Secure storage opportunities shall be provided for the cash flow and the circulation of other valuables necessary for the operation and to comply with the prescribed requirements for the preservation and storage of money.

The treasurer may only accept real and circulating money (banknotes and coins) from the contributor and can only make a payment in real and circulating money.

Banknotes or coins shall not be accepted if it is obvious that they did not lose weight or get damaged as a result of natural wear in circulation.

If the treasurer finds a fake or fake-looking banknote or coin in the money handed to them, they shall not accept it as payment and they shall hold back the banknote or coin. The contributor shall be questioned while drawing up a record about from where, whom and when she received the fake money.

The contributor shall be given a receipt for the money received, which must indicate its number of series and serial number, if it is a banknote. The record of the receipt of the fake or fake-looking money shall be handed over to the bank along with the money. The bank shall inform the association and the contributor about the outcome of the investigation carried out.

2. Tasks related to money management

The president appoints the office manager of the Association (hereinafter: treasurer) to carry out the tasks related to the work of the treasurer. The office manager shall take care of substitution individually, if necessary.

2.1. Treasurer

One shall not be a treasurer if their job is incompatible with the tasks of a treasurer. In this regard, accounting, payroll and equipment procurement employees, who are entrusted with the right of ordering payments or performing audits and perform the activity of an administrator in relation to the domestic treasury due to their position, shall be considered incompatible.

The treasurer shall manage the domestic treasury independently, with full financial responsibility. This fact must be accepted in a written statement when occupying the position of treasurer. Only people with clean criminal records can be treasurers.

The main task of the treasurer is to manage and preserve the cash held in the treasury as required, and to manage the records and accounts related to the treasury. The treasurer may also be trusted in handling and preserving other valuables (e.g. stamps, forms with value marks) as well as strictly accountable forms. In the latter case, however, the treasurer shall not be trusted to enforce strictly accounted forms.

Two or more people may not manage the same treasury together, not even exceptionally, as an assistance.

2.2. Payment order

Payments from the treasury may only be made by the trustee after previous payment orders.

The authorising officer is someone who can order the payment of expenditures, and the collection and accounting of revenues.

The president ~~and~~, the secretary-general [and the director](#) make payment orders individually, [in line with their shared competencies](#).

The authorising officer is responsible for:

- for the justification of the payment order;
- for the need of the quantity of the ordered material or equipment or the amount of the forint;
- for properly filling out the payment order certificate.

3. The establishment and operation of a domestic treasury, holding and storing money

A separate room shall only be provided for the domestic treasury in case of significant and exceptionally high money transfers.

If the domestic treasury limit traffic are not significant, a part of room shall be provided.

Money in the treasury shall be preserved by storing it in a safe deposit box (or in another secure way).

The president and the ~~secretary-general~~director shall be responsible to ensure a duplicate key of the treasury.

It is forbidden to keep the original key and its copies of the safe deposit box in a place where an unauthorised person could put their hands on them.

If the treasurer leaves their workplace, even for a short time, they shall be obliged to close the safe deposit box and be responsible of taking care of the key.

4. The rules of money transfer and other provisions:

When transferring the money to the paying agent, the following rules shall be applied:

- 1 person until 1,000,000 HUF,
- 2 people between 1,000,000 HUF and 5,000,000 HUF,
- over 5,000,000 HUF, money can only be transported by car.

Employees in charge of withdrawing and delivering cash are responsible for the cash they receive. The responsibility of the employees authorised to withdraw and transport the money is finished when the cash is handed over at the domestic treasury or the bank or to the authorized recipient.

5. Keeping treasury records

A standard template shall be used for treasury records.

The certificates of the expenditure and revenue items accounted for in the treasury records shall be marked with a non-removable mark indicating the fact of the accounting.

The treasury needs to be closed monthly, as necessary. When closing a treasury, the cash balance in the treasury must be determined and the closing money supply must be recorded by denomination. The treasurer shall certify the correctness of the closing money supply with their signature on the treasurer's report.

On the treasurer's report, the blank lines shall be crossed out.

If there is a discrepancy during the reconciliation of the closing money supply, the reason for it shall be identified during the closing of the treasury and it shall be cleared on that day. If there is a shortage, the treasurer shall pay it, and if there is a surplus, it shall be taken. Protocols must be recorded in both cases.

If the cashier needs to be substituted for any reason, or if they permanently leave the position of the treasurer, the treasury must be locked.

When closing the treasury, the treasury registers shall be closed. After the closing the treasury, the money, valuables, certificates and records shall be handed over to the deputy treasurer or to the new treasurer, who shall make sure that they are correct when they are received.

The transmitter and the recipient shall be present at the closure and handover of the treasury.

If the transmitter is prevented from attending, the president or the ~~secretary-general~~director must be present at the handover.

A protocol shall be drawn up at the closing of the treasury and at the handover.

5.1. The certification of treasury revenues and expenditures

A standard certificate shall be issued for payments and disbursements. Receipt blocks are strictly accounted forms, so they should be recorded accordingly. In order to control the use of certificates, only blocks of certificates with a sequential serial number may be issued for use.

In all cases, the ordered basic certificate shall be attached to the certificates of revenue and expenditure (if necessary). An amount without a payment order shall not be paid.

Books shall be filled appropriately and with ink (the amount shall be written in both numbers and letters) and the blank lines shall be crossed out. A certificate shall only include as many items as there are rows on it. If several items are paid, the basic certificates shall be aggregated.

The number of annexes shall always be stated in the books. The payment is confirmed by the signature of the treasurer, the receipt of the money is confirmed by showing the full name of the collector.

A receipt (so-called bonus) shall not be accepted in the treasury on a temporary basis either.

If the person authorised to withdraw the money does not show up in person, the amount may be paid to their representative only with a duly executed authorisation. The authorisation shall be attached to the books. In case of regular payments to the trustee, an authorisation valid until withdrawal may also be given. The treasurer is obliged to keep separate registers of these, and the registration number shall be referred to in the text column of the certificate

The certificate of revenue shall be issued in three copies, the first copy being for accounting purposes and the second copy being for the contributor, and the third copy shall remain in the block.

The certificate of expenditure shall be issued in two copies, the first copy being for accounting purposes and the second copy shall remain in the block. The treasurer shall take care of the blocks issues of both certificates.

5.2. Register of amounts spent on accounting

Money may only be issued for accounting for the following purposes:

- for procurement,
- for the use of services,
- for mission expenses,
- for minor expenditures (representation costs, postal charge, etc.),
- payment of customs duties and fees,
- fulfilling other liabilities, not by transferring money.

The amount spent on accounting shall not exceed the reasonably necessary amount to achieve the objective.

Money for accounting may only be paid in person, on the basis of a payment order of the authorised persons and a certificate stating the purpose of the amount and the deadline for accounting.

An annual record shall be kept of the amounts spent on accounting if any amount has not been refunded.

If the person obliged to account does not account for by the set deadline, the entity in charge of keeping the records is obliged to notify the representative of the Association without delay.

5.3. Strict accounting forms

Strict accounting forms shall be registered:

- treasurer's report,
- blocks of expenditure books,
- blocks of revenue books.

The record shall include the serial number of the blocks, the date of use and delivery, and the signature of the user.

5.4. The order of currency dealing and register

The Association has a currency treasury. The treasurer shall provide the necessary currency for missions abroad. Those who complete the mission shall receive the adopted currency in addition to the clearing obligation. After completing the mission, the deployed person shall return the unused currency to the domestic treasury within eight working days.

Date: Budapest, 04 September 2020

.....
dr. Tamás Tóth
president

The amendments are adopted by the General Assembly Decision No
.....

| Budapest, ~~14 September 2020~~ 25 May 2022

.....
dr. Tamás Tóth
president

MANDATE

for

.....

On this day, I am entrusting you to manage the domestic treasury until withdrawal.

You shall manage the domestic treasury independently and with full financial responsibility, and you shall perform your duties in accordance with the provisions of the money management regulation and the job description.

Date: Budapest, 2010.

.....

Representative

DECLARATION

I, the undersigned, hereby declare that I have read the money management regulation of the Central European Service for Cross-Border Initiatives and I acknowledge that I have full financial responsibility for the domestic treasury under my control.

Date: Budapest, 2010.

.....
domestic treasurer

**TASKS RELATED TO DOMESTIC TREASURER TRAFFIC
LIST OF PEOPLE ENTITLED TO BENEFITS**

1. The following co-workers are authorised to make payment orders of the expense certificate of domestic treasury payments:

Name	Position	Territorial eligibility	Signature
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2. Those authorised to receive domestic treasury payments:

Name	Position	Signature
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The present mandate is in effect until further notice.

Date:

.....
Representative

PROTOCOL

Recorded: year month day
at the premises of the domestic treasurer.

Who are present: contributor
..... chief financial officer,
..... treasurer.

Subject: retention of a fake or fake-looking banknote (coin).

They showed up at our treasurer today [occupation:
....., address: (town,
municipality), ID card number:
.....], to perform a payment of money.

It appeared to the treasurer that the banknote * (coin)* of
HUF, of series and with a serial number of
..... appears to be fake or counterfeit.

According to the declaration of the contributor, they received the banknote (coin) on day
..... month year, from an individual called
..... in the town (municipality) of
.....

The above banknote (coin) was held back, of which a receipt with a serial number of
..... was issued to the contributor.

Dated as above

.....
.....
chief financial officer

treasurer

.....
contributor

*Delete as appropriate.

RECEIPT

fake or fake-looking banknote (coin)
acceptance

The undersigned acknowledge that today (name), living
in town (municipality), under
..... handed over the following fake or counterfeit
banknote (coin).

Amount	Denomination	The banknote	
		Serial number	Serial number

In order to hand over the banknote (coin) above to the Hungarian National Bank, we will
make arrangements out of turn.

Date:

.....
.....
chief financial officer

treasurer

PROTOCOL

Recorded: year month day
at the premises of the domestic treasurer.

Who are present: treasurer.

Subject: investigating the differences between the balance established in the treasury report and the actual cash balance.

Today, after closing the treasury

..... HUF, i.e. HUF
surplus, or

..... HUF, i.e. HUF deficit
incurred, or

the reason of which could not be determined during examination.

For the above reasons, the treasurer

- received* the surplus on the certificate No, or
- paid* the deficit on the certificate No to the domestic treasury.

Dated as above

*Delete as appropriate.