

# EUROPEAN FINANCIAL DEPARTEMENT

## Main Tasks

### **1.) *Bookkeeping***

Recording of all financial issues

Administration of all Bank-, Paypal-, Credit Card-, etc.- Accounts

Cash Administration

Collecting of Maaser, Help Haver and other Donations for Europe and BB

Collecting of Entrance Fees of Congresses and Events

Collecting and Document Administration of all necessary invoices and other papers according to law and rules

Budgeting of Dissemination Projects and Events

Preparation of the Annual Tax Report of the Association together with a Tax Counsellor for the German Financial Department

Bank Transfers and Payments of all kind

Encashment on Congresses

Complaints and Refunds

Salaries and Loans

Contribution Receipts

Bookstore

### **2.) *Statistics and Reports***

Collecting Data of Income and Expenses of all European Groups

Annual Financial Report of Europe

Maaser List

Final Financial Reports of all Dissemination Projects and Events

Controlling of Income of Maaser, Donations, Book Sales, Events etc.

Controlling of Expenses of all kind

Statistics and Comparisons of all kind

### **3.) *Association and Secretarial Work***

Representation of the Association

Signing of Contracts of all kind

Common Paperwork and Management

Administration of Bureau Materials

Adaptation of the Statutes of the Association to the necessary Requirements according to law

Employment

Maintenance of the European Management

Maintenance of Friends and Groups in Financial Issues

Defence of Legal Actions

Annual Activity Report

### **4.) *Bookshop***

Methods of Payments

Inventory Controlling

Annual take of Stock

Complaints and Refunds