

## **PROPOSAL OTHER FINANCIAL MATTERS**

- a. The treasurer will send the members an electronic invoice before March 1<sup>st</sup> each year.
- b. The designated auditor or the examiners will send a report to the UWE executive on their findings in written before June 1<sup>st</sup> each year
- c. Reimbursement claims should be sending to the treasurer.  
They should at least contain the following data:
  - I. Supporting documents indicating the price paid
  - II. Name of the person
  - III. Address and Country
  - IV. Bank account number
  - V. IBAN code
  - VI. Swift code
- d. If the approved budget does not provide for an expenditure, which arises during the year, the Executive is allowed to spend an amount up to 1.000 Euro per year. Assuming that there is mutual consent within the Executive.  
Retroactive the Executive will ask for approval during the next General Assembly.