

GAMES – Financial Manual

Adopted at the board meeting on February 7, 2024

Disposals

Disposal with binding effect for GAMES (meaning the conclusion of agreements, which entail or may entail expenses for GAMES' work and projects can only be done as follows:

- **Chairperson of the Board.** The Chairperson signs, after consultation with the Board, contracts with donors regarding projects and may delegate this to a project manager regarding collaboration agreements with partners, employment contracts and consulting contracts.
The Chairperson (or the deputy chair or the Treasurer in the absence of the chair) can approve the project accountant's and the bookkeeper's payments in the bank.
Other binding agreements and contracts can only be made by the Chairperson and treasurer or Chairperson and deputy Chairperson - or in the Chairperson's absence by the deputy Chairperson and Treasurer.
- **Project accountant.** The project accountant's money transfers and payments of travel settlements, fees, salaries, and any other expenses must be approved by the and Chairperson, deputy, or treasurer.
Financial reports are prepared quarterly and must be approved by the project manager.
The project accountant makes sure to send payout requests to donors.
- **Bookkeeper.** The bookkeeper's payment of expenses over DKK 5,000 must be approved by the Chairperson or deputy or treasurer by signing an attachment or approval by email.
Prior to the payment, travel settlements must be approved by the Chairperson, however, travel settlements and other payment to the Chairperson's under DKK 1.000 must be approved by a board member.

Quotations

Minor purchase of Goods and services valued at less than DKK 20,000 can be done without quotation.

Major purchases of Goods and services should be procured through quotations, unless the donor and board agree on a specific supplier without going through the tender process.

Deposits

The Board is responsible for collecting membership fees, and the bookkeeper prepares an ongoing membership overview.

Processing and registration of invoices

Invoices go to the project accountant/bookkeeper for further processing and payment.

Accounting system

GAMES uses an Accounting system. All expenses and income are posted at the time of payment in the Accounting system, which is adapted to GAMES conditions.

The treasurer reconciles monthly bank statements with the books.

The Board may, if necessary, request updated accounts with two weeks' notice.

Donor funded projects

In addition, GAMES' disposal, **purchase, and accounting** must take place within the framework set by the various donors for the individual grant.