

IFA FINANCIAL REGULATIONS 2025

Introduction

As a non-profit organization, the responsible use of IFA's resources is essential. These Financial Regulations govern financial procedures and expenses of the IFA.

Our policy is to strive for an economically balanced budget and to make necessary expenditures in a transparent manner. All acting parties are expected to minimize expenditures as much as possible while being reasonable. The goal is to make authorized, reasonable, proper, and necessary expenditures associated with activities pre-approved by the Board of Directors and the Congress as part of the annual IFA budget.

1. Budget, IFA membership fee, and membership in continental associations

The IFA Board of Directors shall approve the annual budget.

Each budget officer shall ensure compliance with his/her approved budget (expenses and income).

Additional expenditures not covered by additional income must be approved in advance by at least the Executive Committee.

By resolution of the IFA Congress on August 14, 2019, the IFA membership fee has been €0.50 per member per year since January 1, 2020, with a minimum amount of €700 and a maximum amount of €1,925 to be paid. Since this Congress decision, member federation are required to notify the IFA office in writing of the number of Fistball players per nation by January 31 at the latest. Membership invoices are usually issued digitally by February 15 for the current year and are due by April 30 of the current year.

Within the framework of these financial guidelines, the Board of Directors interprets the Congress resolution to mean that this membership fee is payable if the member federation wishes to exercise its full membership rights. These include:

- Voting rights of the member federation at the IFA General Assembly
- Participation of teams from the member federation in IFA competitions (World Championship, World Tour Final and World Games)

If the member federation does not wish to participate in IFA competitions but does wish to participate in continental competitions (national team or club competitions) of the EFA or PAFA, a minimum amount of €400 must be paid.

If the member association does not wish to participate in any competitions of the IFA or the continental associations EFA or PAFA, only €0.50 per member per year is payable, whereby an amount of up to €20 will not be invoiced to the member association for reasons of expediency.



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With regard to outstanding claims, this solution shall be applied analogously when preparing the annual financial statements with regard to the recoverability of claims.

Notwithstanding the above provision, the Board of Directors may, within the framework of the IFA development program, decide to provide support of €3 x 100 for measures taken by the associations that may lead to a de facto reduction in membership fees. The decision on this rests with the IFA Development Director in cooperation with the IFA Treasurer.

Membership in a continental association without membership in the IFA is not possible, as according to Point V of the IFA Statutes, only members can join together to form continental associations based on geographical criteria.

2. Signature regulation

Each payment and contract has irrespective of the existing sole power of representation in the external relationship in the internal relationship to be approved by at least two persons from the Executive Committee (4-eyes-principle) whereby a signature by the President alone, together with the Secretary General, is not sufficient. This is usually done by means of approval in accordance with the appendix "Finance Approval Process." In individual cases, it may also be done by a member of the Board of Directors/Committee Chairperson forwarding a transaction to the Treasurer with his/her approval and Treasurer executing the requested transfer.

3. Travel

The use of public transportation (rail, bus, etc) is preferred.

a. Bus/Train/Taxi

When bus, train or taxi is used, receipts must be submitted for reimbursement. Requests should include details on the point of departure and point of arrival for each trip for which reimbursement is requested.

b. Air Travel

IFA will reimburse for travel that has been included as part of the annual budget and has been approved by the Board of Directors and/or Executive Committee. Air travel reservations should be made at least 2 weeks in advance of departure date to take advantage of reduced fares. Travelers will use the most economical means of air travel available. IFA will only reimburse for economy class flights. The IFA will only reimburse flights in Economy Class unless the travel expenses are refunded in full. All air travel received by the traveler must be submitted with the expense report.

Mileage awarded the traveler while on IFA business is the property of the traveler and may be used at the traveler's discretion.

c. Use of personal vehicles - kilometer reimbursement

Travelers may use their private vehicle for business purposes if it is less expensive than renting a car, taking a taxi, or using alternative transportation, or if it saves time. IFA will reimburse for use of personal vehicles at the rate of € 0,25 per kilometer. To receive reimbursement, traveler must submit a report containing number of kilometers traveled, as well as departure and arrival location for each trip, and purpose of trip.

d. Automobile rental

Automobiles may be rented only when the cost advantages are clearly justified (i.e. the cost of the rental car would be less than using taxis, significant amounts of IFA supplies are to be transported, etc.). Travelers are expected to use one of the lower cost (economy) car rental firms. All rental car receipts and fuel received by the traveler must be submitted with the expense report.

4. Lodging

Accommodations that meet business and personal needs, and offer good value must be utilized. Lodging is economy class with a standard of two to a room if there are multiple travelers. The additional cost of room upgrades (e.g.; suite, executive floor, room with a view, etc) is not reimbursable. All lodging receipts received by the traveler must be submitted with the expense report.

5. Meals

In general IFA does not reimburse costs for meals if not breakfast. Reimbursement for meals may be requested in cases where there is a special occasion (such as meetings, thank you dinners, celebrations, etc.). In that cases IFA will cover meals including of an appropriate cost of alcoholic beverages. Receipts for meals must be submitted with the traveler's expense report.

6. Means of communication

IFA Officers shall be reimbursed, against receipts, for telephone, internet, etc. expenses incurred as a result of their office, provided that such expenses are reasonable or a reasonable pro-rata reimbursement is requested.

7. Request for Reimbursement/Activity Reporting

a. Timeline

All requests for reimbursement for IFA Travel must be submitted within sixty (60) days of the conclusion of the event attended. Any request submitted after sixty days may be declined and shall require approval by the Executive Committee.

b. Use of reimbursement form and inclusion of electronic copies

Requests must be submitted using the IFA Reimbursement Form and must have original receipts for all activities for which reimbursement is requested. Electronic (scanned) copies of the receipts are preferred.

In the event that it is impractical to obtain a required receipt or if such receipt has been inadvertently destroyed, the traveler must furnish a written statement to that effect, as well as an explanation of the expenditure involved.

c. Activity report requirement

For those individuals attending an event not hosted by IFA (for example, SportAccord, IWGA, World Games planning, WADA/Anti-Doping), in addition to submission of reimbursement request, it is required that a report of the meeting attended be submitted by the requestor to IFA. Report must e.g. include name of the meeting/event attended, dates and location, names of key personnel met with, and - if applicable - key information gathered from the meeting. This report could be – if small - included in the reimbursement form or – if larger – made in written or orally within the next meeting of the Board of Directors.

8. Entry into force

These financial regulations shall enter into force on June 21, 2025, and shall replace all previous versions.