

## Directive No. 6

### Financial Competencies and Signature Regulation

Status:	approved by the Board on March 15, 2021
Version:	1.0
Replaces:	-
Valid from:	16.3.21
Responsible:	Secretary General

#### 1. initial situation

In the statutes there are 2 relevant paragraphs, with reference to the financial competencies

##### Art. 31: Financial competences of the VV

In terms of ordinary expenditure, the Board of Directors must generally adhere to the budget approved by the General Meeting. It can decide on extraordinary expenditure provided that the additional burden does not exceed 10% of the budgeted annual income.

##### Art. 33: Signing authority

Transactions that create a financial obligation to third parties as well as joining organizations must be signed jointly by the President and the Chief Financial Officer.

For all other transactions, all members of the Board of Directors plus the managing directors may sign collectively in pairs.

This directive specifies the statutes of Swiss Hockey with regard to financial competencies and signature regulations.

#### 2. Contract and Expenditure Types Swiss Hockey

Swiss Hockey has the following contract types and corresponding costs:

- employment contracts
- rental agreements
- sponsorship contracts
- Service contracts such as telephone contracts, software licenses, etc.
- More

The types of expenses at Swiss Hockey are the same as those at a company.

- sports equipment and clothing
- travel expenses
- event costs
- advertising costs

- office supplies
- More

Contracts and expenses are often related to each other. They are therefore regulated together.

### 3. Financial Competence at a Glance

Amount	Budgeted	Not budgeted
Over 20,000 Fr	<ul style="list-style-type: none"> <li>• CFO and board member</li> <li>• CFO and Managing Director</li> </ul>	<ul style="list-style-type: none"> <li>• Chief Financial Officer and President</li> </ul>
Up to 20,000 Fr	<ul style="list-style-type: none"> <li>• board member</li> <li>• Managing Director</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>
Up to 10,000 Fr	<ul style="list-style-type: none"> <li>• team manager</li> <li>• If no team manager is available for a team: Coach</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>
Up to 3,000 Fr	<ul style="list-style-type: none"> <li>• office staff</li> </ul>	<ul style="list-style-type: none"> <li>• CFO</li> </ul>

### 4. regulations on signature authorizations and financial competencies

The signature authority defines who can sign what and under what conditions. The financial authority defines who can approve which expenditure and sign off on the invoices. Expenditure can be made by another person if a person with the corresponding expenditure authority has commissioned this. Within the budget means within the budget of the sub-budget for which one is responsible.

The responsibilities are regulated as follows:

- President / Chief Financial Officer / Managing Director: entire annual budget, including all sub-budgets
- Board members / office staff: partial budgets according to the responsibility according to the job description
- Team manager / coach: Partial budget of the respective team

The annual budget, including all sub-budgets, is approved by the board, usually before the start of the calendar year. Applications for changes to the annual budget, e.g. due to changed priorities or newly announced tournaments, can also be approved by the board during a calendar year.

function	signature authority	financial literacy
president	<ul style="list-style-type: none"> <li>• Single signature for letters without legally binding character</li> <li>• Collectively with a board member for legal transactions</li> </ul>	<ul style="list-style-type: none"> <li>• Within the budget up to 20,000 Fr per position, beyond that with the approval of the Chief Financial Officer</li> </ul>

	<p>within the budget</p> <ul style="list-style-type: none"> <li>• collective with the CFO on employment contracts</li> <li>• Collectively with the CFO for non-budgeted legal transactions that do not exceed 10% of annual revenues (based on the last available annual financial statements)</li> </ul>	<ul style="list-style-type: none"> <li>• Beyond the budget with prior approval of the Chief Financial Officer</li> </ul>
CFO	<ul style="list-style-type: none"> <li>• Single signature for letters without legally binding character</li> <li>• sole signatory authority for the processing of payment transactions</li> <li>• Collectively with a board member for legal transactions within the budget</li> <li>• collective with the President on employment contracts</li> <li>• Collectively with the President for non-budgeted legal transactions that do not exceed 10% of annual revenues (based on the last available annual financial statements)</li> </ul>	<ul style="list-style-type: none"> <li>• Within the budget up to 20,000 Fr per position, beyond that with the approval of the President</li> <li>• Beyond the budget with the approval of the President</li> </ul>
rest board members	<ul style="list-style-type: none"> <li>• Single signature for letters without legally binding character</li> <li>• collectively with a board member for legal transactions within the budget</li> </ul>	<ul style="list-style-type: none"> <li>• Within the budget up to 20,000 Fr per position, beyond that with the approval of the Chief Financial Officer</li> <li>• Beyond the budget with prior approval of the Chief Financial Officer</li> </ul>
Managing Director	<ul style="list-style-type: none"> <li>• Single signature for letters without legally binding character</li> <li>• Collectively with a board member for legal transactions within the budget</li> <li>• Single signature for one-off expenditure within the budget up to 20,000 Fr, above that together with the Chief Financial Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Within the budget up to 20,000 Fr per position, beyond that with the approval of the Chief Financial Officer</li> <li>• Beyond the budget with prior approval of the Chief Financial Officer</li> </ul>

office staff	<ul style="list-style-type: none"> <li>• Single signature for letters without legally binding character</li> <li>• Collectively with the Managing Director for legal transactions within the budget</li> </ul>	<ul style="list-style-type: none"> <li>• Within the budget up to 3'000 Fr per position</li> </ul>
Coach and team manager of the national teams and the selection teams	<ul style="list-style-type: none"> <li>• Single signature for letters without legally binding character</li> <li>• Collectively with the Managing Director for legal transactions within the budget</li> </ul>	<ul style="list-style-type: none"> <li>• Within the budget up to 10,000 Fr per position, beyond that with the approval of the Chief Financial Officer</li> <li>• Beyond the budget with prior approval of the CFO via the Managing Director</li> </ul>