



Financial Management

DOs

- Prior to travelling, consider all other options e.g. phone conf. / Skype.
- Select most cost-effective method
- Cheapest quote for air-travel
- Rail travel standard class
- Meals – actual/reasonable
- Credit card slips with receipts
- All monies lodged in Bank AC /logged. Cheque book locked drawer
- Treasurer presents accounts Qtrly.
- Log specific purpose funding
- Retain records 7 years, then shred.

DONTs

- Claim for travel / hotel without prior JUST FORESTS Committee approval.
- Bill for personal phone calls when travelling
- Use taxis by default – only in exceptional cases
- Entertain without approval from 2 JUST FORESTS Officers (one must be Chairperson or Treasurer)
- Expenditure over €150 without Committee Approval