

**INTERNATIONAL SKATING UNION – FOUR YEAR PLAN 2018/19 – 2021/22**

***Project/Function/Area of activity:***

**Finance & Accounting**

***Committee/Commission/internal ISU body:***

**Council / Treasurer  
Director General / Secretariat**

***Statement of specific results & benefits to be obtained:***

- To ensure timely and accurate accounting records and reports required and acceptable under Swiss auditing and fiscal standards and in line with internal ISU procedures.
- To ensure up-to-date and safe internal procedures.
- To ensure proper and timely payments for the funding of the ISU activity.
- To ensure appropriate control of the ISU finances and accounting records and maintenance of an Internal Control System.
- To ensure timely invoicing and cashing of monies due to the ISU.
- To ensure efficient use of available ISU funds.
- To increase the efficiency of accounting services for ISU internal bodies (e.g. budget follow-up) and reduce manual work.

**Recommended activities to obtain benefits:**

2018/19    2019/20    2020/21    2021/22

	2018/19	2019/20	2020/21	2021/22
The ISU Director General/ISU Secretariat, in consultation with the Treasurer, will perform the following tasks:				
1. Daily processing of accounting vouchers through an efficient accounting system and establishment of periodic reports and annual financial statements.	X	X	X	X
2. Period checking of incoming invoices/expense reports and processing of the necessary payments.	X	X	X	X
3. Invoicing and follow up for timely cashing of monies due to the ISU.	X	X	X	X
4. Preparation of periodic Cash Management/Planning reports and appropriate investment of available monies in first class interest bearing bonds in line with directives set in consultation with the President, Treasurer and Director General.	X	X	X	X
5. Preparation and filing of necessary tax returns.	X	X	X	X
6. Periodic review of procedures with the Treasurer, reports to the Council and corresponding follow-up action as required.	X	X	X	X
7. Appropriate control through the preparation and monitoring of annual budgets, maintenance of specific and up-to-date control procedures (e.g. Internal Control System, Expense Guidelines etc.) and systematic monitoring by the ISU Treasurer as well as a yearly audit and Report to the Council and Congress by a Swiss certified audit company accepted by the Congress.	X	X	X	X
8. Assistance to Sports Directors, Technical Committees and Commissions in the preparation and monitoring of their detailed annual budgets.	X	X	X	X
Lausanne, April 2018				