



INTERNATIONAL ASSOCIATION OF FIRE AND RESCUE SERVICES

Regulations for the management of the Financial Affairs of CTIF

Adopted by the Virtual Extraordinary Delegates
Assembly ~~in Villach~~ on December~~July 12~~^{15th}, 20~~25~~¹⁷

The Permanent Secretary CTIF
Gasilska zveza Slovenije, Trzaska 221, 1000
LJUBLJANA

Email: contact@ctif.org

Explanatory Notes

In 2016 at the Delegates Assembly held in Helsinki Finland approval was given to the Executive Committee to prepare a document regulating the financial affairs of the International Association of Fire and Rescue Services.

The objective was to bring existing CTIF Statutes and Internal Regulations and practices together in one document so that management and oversight could be better understood by ordinary members.

Part of this process has involved new descriptions of purpose and practices to show balances and actual expenditure developed by the Treasurer.

These Regulations also include associated Financial Procedures that must be considered as part of the financial regulation process and that are to be reviewed amended and updated from time to time and as required under the authority of the CTIF Executive Committee.

Following consultation with National Committees and amendment to the original proposals in 2016 the Executive Committee adopted into use this ~~First e~~ Edition on 2 January 1st, 2026
~~February 2017.~~

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1 Introduction to the CTIF Financial Regulations

- 1.1 CTIF is a Not for Profit Non-Governmental Organisation (NGO) and this document sets out CTIF's Financial Regulations, which form part of the Association's process of Finances and Financial Audit as detailed in the CTIF Statutes approved in [December September 2025](#)~~12~~. CTIF Statutes require that:
 - 1.2 The money required to meet the costs of the CTIF's functions and its aims comes out of the annual membership fees and other income.
 - (1) The financial contribution from members is based on the population and is decided upon by the Delegates' Assembly in relation to the budget.
 - (2) Associate members support the CTIF's work and aims by voluntary contributions. The minimum amount of these payments is fixed as an annual fee by the Delegates' Assembly.
 - (3) [Annual membership fees must be paid before May 1st in the year in which they apply.](#) ~~Fees must be paid within the first half year and in any case at least one month before the Delegates' Assembly.~~
 - (4) The Treasurer publishes a financial report each year, which shall be sent to members two months before the Delegates' Assembly meets. This financial report is submitted for approval to the Delegates' Assembly before the Treasurer is discharged.
 - (5) The budget is proposed by the Executive Committee and settled annually by the Delegates' Assembly.
 - (6) The Treasurer will keep accounts of revenue and outgoings and keep the relevant documents. Only payments authorised by the President or General Secretary may be made. The management of financial affairs has to be accounted for to the Delegates' Assembly.
- 1.3 These Financial Regulations are therefore a part of the overall system of financial and management controls of CTIF and should be used in conjunction with the Association's policies and procedures.
- 1.4 The Financial Regulations apply to the Association and any subsidiary undertakings.
- 1.5 The Executive Committee is ultimately responsible for the Association's finances and compliance with those laws and regulations that govern finance for a Not for Profit NGO in the country where its financial accounts are registered and administered. The Executive Committee in delegating specific financial responsibilities to another person or committee in the interest of efficiency, or for audit or review, remains accountable. Consequently all members of the Executive Committee are responsible and must be in accord with any delegations made ensuring that delegations are in accordance with the CTIF Statutes and Internal Regulations and are subject to Executive Committee oversight and supervision.
- 1.6 As a Not for Profit NGO the income and property of the Association shall be applied solely towards the promotion of its objects as defined in its Statutes and no portion shall be paid

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or transferred, directly or indirectly by way of dividend, bonus or otherwise by way of profit to members of the Association provided that nothing shall prevent any payment in good faith by the Association.

- 1.7 Compliance with the Financial Regulations is compulsory for all those engaged with CTIF business and transactions. There is a personal responsibility to be aware of the Financial Regulations. The President and General Secretary may authorise the Treasurer to expend resources that are not specifically mentioned in the agreed budget including management the transfer of funds between budget allocations to meet variations in expenditure subject to prior electronic notification to all members of the Executive Committee. The Treasurer will otherwise manage expenditure in accordance with the agreed budget.
- 1.8 CTIF shall comply with all statutory and regulatory requirements in the country in which its accounts are maintained.
- 1.9 CTIF's financial policies and procedures set out how finances are to be used, provide always that all such dealings are lawful and things that are incidental or conducive to the attainment of CTIF's stated objectives.
- 1.10 The Financial Regulations and associated Procedures shall be reviewed regularly, at least every two years, and any amendments approved by the Executive Committee and reported to the Delegates Assembly.

2 Financial Control

- 2.1 The CTIF currency of reference is the Euro (€).
- 2.2 The Delegates' Assembly will elect a CTIF Treasurer who is responsible for maintaining financial control and for ensuring good management of the Association's funds, servicing of debtors and creditors, safe and proper use of assets, recording of financial transactions and all other financial actions.
- 2.3 The Treasurer will be mandated as responsible for CTIF's financial affairs from the date appointed until the four year term for which he is appointed expires as detailed in Statute 7 (5) or is discharged from his task or dies or resigns.
- 2.4 The Treasurer will inform the Executive Committee using an agreed summary report at least three times a year, within 6 months, 10 months and after closing the year, the financial status of the Association and annually to the CTIF Delegate Assembly.
- 2.5 CTIF Statute 14a requires a Financial Audit that ensures:
 - (1) The finances of CTIF will be subject to an annual audit. The audit will be carried out by the two Auditors who are elected by the Delegates' Assembly and that the results of the audit shall be presented in a report.
 - (2) The annual audit report must be presented to the Delegates' Assembly. This shall be done after the Treasurer's report and before formal approval of the Treasurer's report.

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- (3) Auditors will serve a four-year term. They can be re-elected once. Auditors shall be approved during each Delegates' Assembly.
- 2.6 When practical the terms of appointment of auditors as outlined in Statute 14a (3) should ensure there is a variation of 2 years commencement between the auditors' duty terms to maintain organisational knowledge and support effective functional transition. The auditors should be able to demonstrate competency in appropriate financial activities relative to the CTIF finances.
- 2.7 The Treasurer will ensure that the CTIF Delegate Assembly's appointed Auditors can inspect and review all assets, records, staff and persons so that they might report upon compliance with the regulations and use of funds at any time and cause at least annually a report to be made to the Executive and Delegate Assembly. If at any time there is a change in treasurers (due to resignation, discharge, retirement or death of the incumbent treasurer), the Executive Committee shall require the completion of a financial audit.
- 2.8 The CTIF financial year will be the period from 1 January to 31 December.
- 2.9 The Treasurer is responsible for ensuring that a budget for the Association and any subsidiary is prepared on an annual basis for approval by the Executive Committee. The budget must be approved before the start of the financial year to which it relates
- 2.10 The Treasurer is authorised to approve the assumptions used to prepare the budget and any aligned business plan, such as inflation, exchange and interest rates.
- 2.11 The Treasurer will ensure that there are sufficient detailed budgets prepared to support a clear allocation of available funds and to be able to communicate clearly to each cost centre what resources they have been allocated in the final approved budget.
- 2.12 The Treasurer is responsible for ensuring the budget considers all anticipated developments in the coming year and other planned projects highlighting financial capabilities and shortfalls to allow the Executive to determine and decide what to approve prior to final inclusion in the budget. The President and General Secretary will be consulted before the proposed budget is placed before the Executive so that they may offer recommendations to the Executive.

3 Budgetary Control

- 3.1 Financial control over a specific element of the budget may be delegated for direct management by an Executive Committee nominated and approved CTIF budget manager to increase business effectiveness in accordance with agreed expenditure objectives.
- 3.2 Some subsidiary or directly funded activities may be separately cost centred if that is deemed appropriate by the Executive Committee or required by external institutions as part of their funding requirements.
- 3.3 The Treasurer will when requested and appropriate provide delegated budget holders with suitable statements, relating to their function, to enable comparisons between actual income and expenditure against budget and these will form part of the periodic

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summary reports made to Executive on performance against budget.

- 3.4 When urgency requires, the Financial Regulations shall not prevent the President, General Secretary or Treasurer incurring expenditure provided at least two of the three agree the expenditure is necessary and may be approved retrospectively by the Executive Committee.
- 3.5 Reforecasting the budget or entering in expenditure that is unplanned will require Executive Committee approval.
- 3.6 Periodic accounts will be produced within 10 working days after the end of June, October and December in a format approved by the Executive that show income and expenditure, a balance sheet, report of projected outcome with any key budget variations or overheads to enable analysis by the Executive of financial performance.
- 3.7 The Annual Financial Report to the Delegate Assembly will show a balance sheet, profit and loss account, specific highlights and will include the internal auditors report and be available to members 60 days before the actual date of the Delegate meeting.

4 Financial Policies

- 4.1 The Association is committed to transparency and openness in all its dealings with its members and will periodical review its financial policies to seek accord with good practice.
- 4.2 The Association's financial statements are prepared on the basis of historical cost accounting and in accordance with applicable accounting standards. It is the responsibility of the Treasurer to ensure that the Association's accounts and financial statements are prepared in accordance with agreed accounting policies and Association procedures and records are arranged to ensure compliance with law, guidance and best practice
- 4.3 The Treasurer will offer advice and instruction to the Executive and budget holders as appropriate and will immediately alert all members of the Executive of any concerns regarding financial impropriety or poor practice.
- 4.4 The Treasurer is responsible for ensuring that appropriate procedures are in place to:
 - Bank and account for all funds
 - Collect income
 - Issue receipts
 - Record amounts of income
 - Issue invoices
 - Chase debts
 - Monitor bad debts
 - Report and write off debts
 - Record donations or gifts
 - Pay suppliers of goods and services
 - Authorise procurement through orders and processing of invoices
 - Supervise any tendering process and determine procedures to accept offers
 - Maintain a register and inventory of all CTIF assets
 - Approve subsidies to approved budget holders

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- Maintain and regulate the use of petty cash
- Self- authorise payments up to €1,000
- Authorise with the consent of the President or General Secretary payments up to €5,000
- Manage a procedure to seek authority to make payments over €5,000 from the Executive
- Manage with the President and General Secretary the investments and banking arrangements of CTIF
- Manage risks and liabilities related to the Association's finances; and
- record and report on each task periodically or in accordance with a scheme of Procedures as appropriate and as approved by the Executive.

5 Financial Planning

- 5.1 The Treasurer shall every year propose to the Executive Committee a four year financial forecast for the anticipated programme of CTIF activities. Such forecast shall be submitted with the proposed budget for the next year.
- 5.2 The Treasurer shall prescribe to a member the applicable membership fees as well as necessary advice in accordance with these Financial Regulations.
- 5.3 The discharge of expenses incurred for the organisation of events held by the CTIF as a result of setting up events of the CTIF remain the responsibility of the organiser (National Committee, Commission or Working Group) in charge of organisation. No contract, procurement, financial liability or risk may be implied or transferred to the Association or its officers without the Executive Committee's approval. The Association will offer financial subsidies for those activities described in its Financial Procedures.
- 5.4 The Delegates Assembly will determine Members' Subscriptions on the recommendation of the Executive Committee and this will be described in its Financial Procedures.

6 Reserves

- 6.1 CTIF shall maintain a reserve fund of over one but less than two years' historical expenditure. Any funds that represent more than the expenditure over the two previous years may be considered an asset available for budget use.
- 6.2 The Executive Committee may invest funds not immediately required for its purposes in or upon such investments, securities or property as may be thought fit, subject to such conditions and such consents, if any, as may be imposed or required by law and provide always that the investments meet the ethical standards expected for CTIF and are judged secure for public authority investments.