

Operating procedures and policies of the Acta Foundation, 2018

Last updated: June 14, 2018

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Introduction

All activities sponsored or endorsed by the ACTA Scandinavica Anaesthesiologica Scandinavica Fonden (Acta Foundation) have to comply with the main goal of the Acta Foundation as expressed in the Charter of the Acta Foundation: "The main goal of the ACTA Foundation is to create the financial basis for continuous publication of ACTA" with the following objective as stated in §1 in the Charter of the Acta Foundation: "The objective of the Foundation is to work for the scientific development of the medical speciality anaesthesiology in the Scandinavian countries, among these to promote and encourage cooperation between anaesthesiologists in the Scandinavian countries and to publish the journal Acta Anaesthesiologica Scandinavica."

This policy document specifies the conduct of the Acta Foundation for daily business based on the Charter of the Acta Foundation and approved by the Board of Directors (the Board).

§4 Objective

"Scandinavian countries" is defined as the member countries of SSAI, which are as of 2017: Denmark, Finland, Iceland, Norway, and Sweden.

§6 Administration

The governing body of the Foundation is the Board.

The Danish organization number (Central Business Registration-nr) is: 19040089

Domicile

The Board has appointed attorney Henrik Wedell-Wedellsborg, Copenhagen, Denmark to represent the Foundation and the Foundation postal address is therefore: Bredgade 30 , 1260 Copenhagen K, Denmark.

Accounting management

The Board has appointed Azets Insight (Azets) to manage the Foundation within the tasks specified in §10.

Manager

The manager is appointed by the Board of Directors for 4 years with a possibility of 2 years extension. Today, the manager is Søren Pischke (appointed by the Board at 01/2018).

Power of attorney

The Board decided (06/2016):

Power of attorney is at any time given to the Secretary General of the SSAI board (permanent member of the Board) and 1 other member of the board with voting rights who is appointed by the Board. Today these persons are: Tom Silfvast as Secretary General and Klaus Olkkola.

Signing rights for persons with power of attorney:

- 1 person enough for approving smaller amounts (less than 25.000 DKK)
- 2 persons for approving bigger amounts (more than 25.000 DKK)

§9 Salary to the members of the Board of Directors

No salary to any member of the Board of Directors or the Manager is provided. All individual expenses in direct conjunction with the work as a member of the Board of Directors and Manager are reimbursed after approval by the chairman. Expenses of the chairman are approved by the treasurer of SSAI. Only expenses fulfilling all criteria mentioned in the Reimbursement Policy of the Acta Foundation are reimbursed.

§10 Manager

Manager

The responsibilities of the Manager are:

1. Contact with Azets, Deloitte, lawyer, Danish authorities for everyday issues and year-round activities
2. Keep track of the balances and investments
3. Contact to the EiC and Wiley
4. Organize board-meetings
5. Reports to SSAI board, present at SSAI officers and board meetings

Accounting manager

Azets as the accounting management has the following tasks:

1. Bookkeeping
2. Period end of each half year semester
3. Registration of financial vouchers and payments received and made
4. Reporting every 6 months
5. Registration of cash vouchers and purchases of goods
6. Preparation of payment proposals
7. Specification of VAT basis, quarterly
8. Maintenance of fixed assets register
9. Preparation of reconciliation of all balance sheet accounts
10. Contact with public authorities and auditors
11. Preparation of annual report
12. Management of travel expenses

§11 The Journal

Election of Co-Editors and Additional Editors is delegated to the Editor-in-Chief. The Editor-in-Chief has to assure that the Board is informed on a yearly basis about:

- The names and countries of all members of the editorial board
- Retired and newly elected editors
- The term length of each editor

The usual term for a Co-Editor and Additional Editor is six years with possibility of renewal.

The Editor-in-Chief is engaged by the ACTA Foundation. The employer of the Editor-in-Chief is compensated for the costs associated with 50% of full-time activities for the journal.

No salary is provided to Editors and Co-Editors.

Some Journal related activities are reimbursed to every editor if approved by the Editor-in-Chief and Board of Directors.

Editorial board meetings and attendance at SSAI congresses are always reimbursed and do not count as individual reimbursements. Editors are expected to attend the annual editorial board meeting and the bi-annual SSAI congress.

The yearly budget proposal is presented by the Editor-in-Chief based on the proposal from the publisher and approved by the Board.

§15 Auditing of the annual accounts of the Foundation

The Board of Directors has chosen Deloitte as the Certified Public Accountant to audit the annual accounts of the Foundation.

§16 Grants and Application of Profits

Financial conduct of the ACTA Foundation

Financial accounts are run and controlled by the appointed accounting firm (today Azets) of the Foundation.

The Acta Foundation is run on the following premises:

Income to the ACTA Foundation

All income derives from publication of Acta Anaesthesiologica Scandinavica and interest accrued on foundation capital.

Financial activities

The capital is invested in funds in order to increase assets and there is an intended maximum of 700.000 DKK on the bank accounts. Funds have to be low-risk and have a predictable interest rate. No direct investment in shares is allowed. None of the Board members can have personal financial interest in the invested funds.

Danish regulatory authorities allow that income is not posed tax on if it is used in the following 5 years in concordance with activities specified in the Charter of the Foundation (the 5-year tax rule).

Activities financially supported by ACTA Foundation

In concordance with the Charter of the ACTA Foundation, the following activities are financially sponsored as contributions by the Acta Foundation if budget allows

Activity	Amount (DKK)	Frequency
Editor-in-Chief 50% position	50% of salary	Continuous
Reimbursement of Editors	By expenses	Continuous
Editorial board meeting	By expenses	Continuous
ACTA promotion (10.000 DKK to every national societies meeting)	50.000	Annually
SSAI.info (homepage also for Foundation)	75.000	Annually
Other activities	25.000	Annually
SSAI Research Committee research course	120.000	Annually
SSAI Educational and Clinical Practice Committee support	200.000	Annually
SSAI guidelines open access publication costs	50.000	Annually
SSAI congress total	270.000	Biannually (in the year of congress)
• Acta abstract prizes	70.000	
• Acta lecture	50.000	
• Supplement to SSAI for organization	150.000	

Reimbursement policy of the ACTA Foundation

The reimbursement policy of the Acta Foundation is to facilitate activities specified in the Charter while keeping costs and expenses as low as possible.

Main points

Reimbursement of expenses is offered only in connection with meetings and activities arranged or approved by The Board or Editor-in-Chief.

Before activities can be approved, the person responsible for organising the activity or meeting has to present a total budget for the arrangement for The Board.

Every activity or meeting should be planned with the purpose of keeping expenses as low as possible.

Reimbursement

1. The official Reimbursement Form on the SSAI website has to be used by all individuals claiming reimbursement.
2. Reimbursement will only be made to the person whose expenses are to be covered. Costs for flight tickets and taxi fares are refunded to this person and not e.g. to hospital or other employer. Cover or administration fees or taxes related to the use of services of third parties are not refunded.
3. Only expenses documented by original (not copies) vouchers or receipts will be reimbursed (taxi, train etc.). E-tickets for flights are accepted as receipt. Only economy class flight tickets will be reimbursed unless otherwise agreed. Use of public

transportation is encouraged. Individual restaurant bills or expenses for meals during travel are refunded if agreed on beforehand.

4. Each claimer's all expenses related to the same event should be charged on one form. Reimbursement will be in one transaction.
5. Service providers such as hotels may send their invoices related to an activity directly to the accountant manager (Azets) only after the person in charge of the activity has informed the accountant manager about accepting the bill.

When claiming reimbursement please comply with the following (the process of reimbursement is visualized in figure 1):

1. All necessary fields of the reimbursement form have to be filled in. Payment cannot be performed unless the BIC-code of the bank and International Bank Account Number (IBAN No) have been stated. **For Danish claimers, also the registry number of the bank and the Danish account number are needed.**
2. Fill in the cost for each item as stated on the receipt in the first column. In the second column, fill in the currency of the cost. In the third column, enter the corresponding value in Danish crowns. Enter the total sum in Danish crowns to be reimbursed into the bottom field "Total to be reimbursed" and sign the form.
3. Scan in the reimbursement form and all receipts **into ONE pdf file** – no paper copies are needed.
4. Send the reimbursement form with the pdf via e-mail for acceptance to the person in charge of the activity (for Editors this is the Editor-in-Chief). He/She will forward the accepted form via e-mail to Azets (invoices-540064@vismabpo.dk) and a person with power of attorney for reference and inform the claimer that the reimbursement is approved.
5. Azets executes the transaction and the transaction is approved by the person with power of attorney. Transactions will be performed every 14. day.
6. Reimbursement claims should be filed **within 3 months** after the activity. Later requests will not be reimbursed.

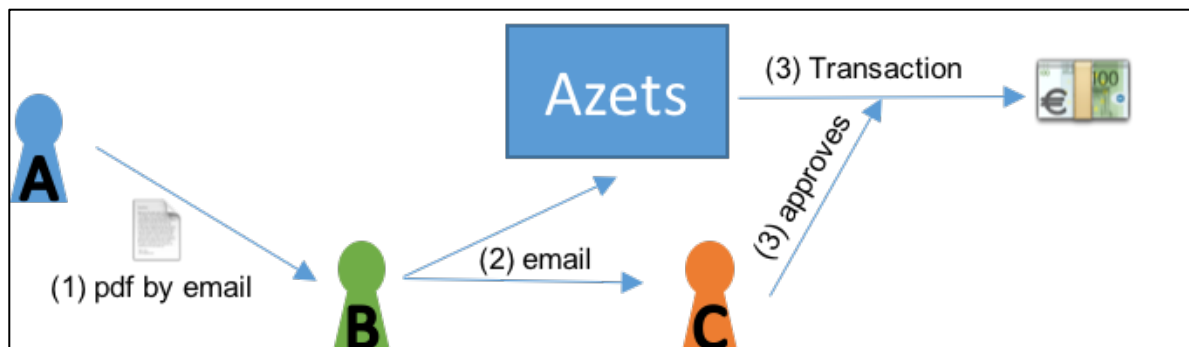


Figure 1 (1) The individual claiming reimbursement (A) fills out the reimbursement form, scans the reimbursement form and all receipts into one pdf file and sends it by email to the person in charge of the activity (B). (2) B approves the reimbursements and forwards an email including the approved form to Azets and the person with power of attorney (C). (3) Azets executes the reimbursement and the transaction is approved by C.