



**ILAD COMMUNICATION RESEARCH ASSOCIATION  
BUDGET AND FINANCIAL AFFAIRS REGULATION**

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## **ARTICLE 1. BASIS, PURPOSE, AND SCOPE**

This regulation has been prepared in accordance with Articles 22 and 24 of the ILAD Communication Research Association Bylaw.

The purpose of this Regulation is to establish the main principles governing the planning, coordination, and supervision of the budget to be implemented during the working period in all units of ILAD (Communication Research Association) and ILEDAK (Communication Education Evaluation and Accreditation Board), as well as the recording and auditing of assets, liabilities, receivables, and payables.

This Regulation covers ILAD's financial transactions, including budget preparation, implementation, and accounting processes. ILAD's financial transactions are carried out in accordance with the provisions of this regulation.

## **ARTICLE 2. DEFINITIONS AND ABBREVIATIONS**

The terms used in this regulation refer to the following:

ILAD: Communication Research Association

ILEDAK: Communication Education Evaluation and Accreditation Board

General Assembly: ILAD General Assembly

Board of Directors: ILAD Board of Directors

General Secretary: ILAD General Secretary

Treasurer: The Board Member responsible for treasury duties

ILAD Enterprise: ILAD Association's Economic Enterprise

Enterprise Manager: The manager of ILAD Economic Enterprise

ILAD Budget: The consolidated form of the Association Budget and the Economic Enterprise Budget

## **ARTICLE 3. BUDGET**

### **3.1 ILAD Budget**

The ILAD Budget is a financial plan prepared for a three-year working period in line with ILAD's goals and objectives. It estimates annual revenues and expenditures for each year and grants authorization for budget implementation for the period from January 1 to December 31.

### **3.2 Budget Period**

The ILAD budget period covers one year, from January 1 to December 31. The ILAD Budget is planned for a three-year period at the Ordinary General Assembly held every three years. The section foreseen for each year is approved by the Board of Directors and comes into effect as of January 1. Expenditures are submitted to the General Assembly along with final account reports, while revenues are collected without being subject to any specific rate.

### **3.3 Finance Committee**

The Finance Committee consists of three members: the Treasurer as the chairperson, the General Secretary, and a third member appointed by the Board of Directors.

The Finance Committee is responsible for:

- (a) Preparing the annual ILAD budget and presenting it to the Board of Directors
- (b) Preparing long-term three-year budget forecasts for ILAD and updating them annually

### **3.4 Budget Preparation**

The ILAD Budget is prepared based on the following principles:

- (a) In December each year, the Finance Committee prepares the draft budget for the following year and budget estimates for the next two years and submits them to the Board of Directors.
- (b) The projected revenues and expenditures in the ILAD Budget are calculated based on the activities to be carried out by ILAD, ILEDAK, and various teams and committees, as well as potential price indices for the respective year.
- (c) The draft budget must include a provision for carrying forward an amount of working capital to the following year, as determined by the Board of Directors.

### **3.5 Budget Approval**

The ILAD Budget, prepared by the Finance Committee, is approved and implemented by the Board of Directors. The three-year budget plans are presented to the General Assembly members and officially enacted upon approval by the General Assembly.

### **3.6 Budget Implementation**

(a) The Board of Directors is authorized and responsible for ensuring that budgeted revenues are realized and that expenditures remain within approved limits. The Economic Enterprise Manager requires Board approval for any expenditure exceeding 10% of the annual budget.

(b) The Board of Directors is authorized to transfer funds between budget categories. The reason and amount of the transfer must be determined by a Board decision and recorded in the decision book.

### **3.7 Budget Reports**

(a) The three-year ILAD Budget approved by the General Assembly is monitored through comparison tables by the Finance Committee and reported to the Board of Directors on an annual basis.

(b) At the end of each fiscal year, the Finance Committee prepares a final account report by comparing actual revenues and expenditures with the budgeted figures and submits it to the Board of Directors. Final account reports for each three-year period are presented to the General Assembly by the Board of Directors.

## **ARTICLE 4. ACCOUNTING RECORDS**

### **4.1 Accounting Organization**

(a) The accounts of ILAD and its Economic Enterprise, as well as the recording of revenues and expenditures, must comply with relevant legislation, ILAD/ILEDAAK activities, and budget regulations. The Board of Directors is authorized to make changes to the account plan, except for sub-accounts required by current operations.

(b) Accounting records are maintained by an accounting office registered with the Istanbul Chamber of Independent Accountants and Financial Advisors. This office is appointed by the Board of Directors.

### **4.2 Authority and Responsibility in Accounting Transactions**

(a) The General Secretary, Treasurer, and Economic Enterprise Manager are responsible for ensuring that ILAD's and its Economic Enterprise's accounting transactions comply with regulations and that legally required books are maintained and approved within the prescribed periods.

(b) Accounting vouchers, expense notifications, and trial balance sheets are reviewed and signed by the Treasurer or the Economic Enterprise Manager authorized under Article 3.6(a).

(c) The Treasurer reviews and monitors ILAD's and the Economic Enterprise's accounting records on behalf of the Board of Directors and reports any deficiencies or irregularities to the relevant parties, including the accounting office, Enterprise Manager, Finance Committee, or Board of Directors.

### **4.3 Retention of Accounting Records**

All accounting records must be kept in accordance with applicable laws and regulations.

## **ARTICLE 5. CASH MANAGEMENT AND FUND UTILIZATION**

(a) Financial transactions of the Association and the Economic Enterprise must be carried out via bank transfers.

(b) The maximum amount of cash that can be kept in the Association's and the Economic Enterprise's cash registers is determined periodically by the Board of Directors.

(c) The Board of Directors is responsible for ensuring that ILAD's cash and bank funds are managed in the most appropriate manner in line with ILAD/ILEDAAK's objectives and principles.

## **ARTICLE 6. INTERNAL AND EXTERNAL AUDIT**

Internal and external audits are conducted in accordance with the rules set forth in the ILAD Bylaw.

## **ARTICLE 7. TRANSPARENCY AND PUBLIC DISCLOSURE**

The three-year budget approved by the General Assembly and financial reports for the completed periods may be published on ILAD's website.

## **ARTICLE 8. AMENDMENTS TO THE REGULATION**

(a) Proposals for amendments to this regulation and their effective dates are submitted to the General Assembly by the Board of Directors.

(b) Regulation amendments prepared by the Board of Directors are included in the agenda of the next General Assembly meeting for approval.

## **ARTICLE 9. ENFORCEMENT**

This Regulation enters into force on the date of its approval by the General Assembly.

## **ARTICLE 10. EXECUTION**

The provisions of this Regulation are executed by the Chairperson of the Board of Directors.

This Budget and Financial Affairs Regulation was adopted at the 15th Ordinary ILAD General Assembly on March 27, 2021, and entered into force. It is the 2nd version of the Working Regulation dated June 11, 2016.