

CATALOG OF CRITERIA FOR THE DISTRIBUTION OF FUNDS

Type of proof

Only detailed, individual receipts for costs incurred are acceptable as proof of correct use. Please label the document with a sequential number. The amount of the refund requested must be clearly visible and its computation understandable on each and every individual receipt. Receipts for which the purpose of the purchase or payment is not clearly understandable are to be accompanied by a detailed explanation and the grounds of its relevance to the Organisation or business are to be clearly stated. Each payment must be proven by a bank statement. Exception: receipts and invoices with notes like "received in cash". If the invoice was paid using a private account or the invoice is not issued to the NRO, a proof of payment from the NRO to the private person is necessary.

Time frame

Only receipts from the previous fiscal year (01.01.-31.12.) are accepted. The date of the actual payment is used to determine the eligibility of a receipt.

Kind of receipts

The submitted supporting documents shall only be recognized if they are clearly readable. Receipts that are not issued in German or English must be accompanied by a translation that clearly shows the content. Receipts in currencies other than EURO must be converted and the exchange rate used must be indicated on the receipt.

Foreign Exchange

In case the exact course on the respective day cannot be derived from the invoice / credit card statement / course statement, the effective date is 31st of December 2021.

Additional documents

In addition to the documents provided to proof of use of funds, the following documents must be submitted to IRO Office in time:

- » Completed form "proof of use of funds"
- » Statistic form 2021
- » Agreement regarding International IRO Sponsorship enlistment/Non Profit declaration

Furthermore, the IRO Membership Fee 2022 has to be settled by 13th of February 2022.

Deadline

All documents outlined above, have to be returned to IRO Office by 13.02.2021 (postmark) at the very latest. A deadline extension can only be granted until 20.02.2021 and has to be applied for at the IRO office by 13.02.2021 at the latest in written form specifying the reasons.

Please note: Please fill out the forms using Adobe Acrobat Reader and send them to the IRO office as a PDF attachment via email. If there is no possibility of a digital signature, of course an additional scanned version of the page with stamp and signature will be accepted as well

Not eligible

- » **Lump sum payments**
Lump sum payments and, in particular, percentages of general expenses such as staff costs, costs of furnishings, telephone costs, IT costs, etc. are not acceptable (pls. see type of proof)
- » **IRO membership fees**
IRO membership fees cannot be claimed as this would lead to an unequal treatment of those NROs not involved in fund raising.
- » **Bank fees, interest, etc.**
Bank fees, interest and other costs associated with financial or credit institutes can not be claimed.
- » **Alcohol and tobacco**
Spirits, alcohol and other stimulants are not compatible with the rescue dog discipline. Those and similar expenses can therefore never be claimed.

Eligible with certain limitations:

- » **Gifts**
Gifts given for personal reasons can not be claimed unless there are special grounds for such a gift. For example, gifts given to judges in the course of a training event can be claimed, provided there is no personal motivation.
- » **Meals and entertainment**
Meals and entertainment of any kind may be claimed only when provided as part of a rescue dog event and when there is evidence that they were provided free of cost to participants.
- » **Personal expenses, allowances, cash payments, etc.**
If accommodation, meals and travel costs are provided for a participant, additional payments in the form of cash or allowances, etc. cannot be claimed. Payments for which there is no receipt may not be claimed, keeping with the general obligation of proof for actual costs.

Special cases

- » The acquisition costs of assets / vehicles / real estate / equipment, as well as other investment costs are only eligible for funding after consultation with the IRO Office / Finance Department. The maintenance costs of vehicles are only funded to the extent of the proven journeys with a corresponding connection to rescue dog work.

Disbursement of sponsor money – basics for participation

- » The NRO has to have a status beyond “Associated Member” (§ 5.4 IRO Constitution).
- » The NRO has to have at least one positive testing result in at least “A” in an IRO accepted testing event in 2021.


Those NROs, who have received IRO Sponsor Money in 2021, but are not eligible in 2022, do have to submit a statement of accounts concerning the use of sponsor money by using the form “proof of use of funds” (see point 3 above). This also needs to be returned to the IRO Office by 13.02.2022 (postmark) at the latest.

This catalog forms the basis for the determination of eligibility for payments requested from the proceeds of fundraising. Should any doubts arise as to the accuracy or legality of the use of the funds distributed, IRO reserves the right to exclude the respective NRO for the following year in whole or in part from the disbursement of sponsor money.

Those NROs, who have received IRO Sponsor Money in 2021, but are not eligible in 2022, do have to submit a statement of accounts concerning the use of sponsor money by using the form “proof of use of funds”. This also needs to be returned to the IRO Office by 13.02.2022 (postmark) at the latest.

Proof of use of funds Guideline v. 01_12/2021

International Search and Rescue Dog Organisation
Internationale Rettungshunde Organisation



Proof of use of funds 2021

Name NRO Rescue Dog Organisation XY

Will be edited by IRO:

Summe Nachweise	Summe eingereicht
Nachreichung 2020	Ungültige Belege
FOG 2022 für 2021	Zu kl.

Stat MB KV NP

1. Event participation fees, expenses for rescue dog missions and exercises etc.


No.	invoice date	invoice no.	purpose	PoP No.*	FX**	amount EUR
11						
12						
13						
14						
15						
16						
17						
18						
19						
1.10.						
1.11.						
Sum						0,00 €

2. Dog related expenses Complete expenses for the direct benefit of the dog, such as veterinary costs, food, vaccination, etc.

No.	invoice date	invoice no.	purpose	PoP No.*	FX**	amount EUR
a 2.1. 2.1.	03.10.2021	Invoice 2021/02987	Dog Lovers - dog box	1	DKK 505,00	67,86 €
b 2.2.	31.10.2021	Invoice no. 2021/1092	Vet Muster - Surgery	1		1.263,00 €
c 2.3.						
d 2.4.						
e 2.5.						
f 2.6.						
g 2.7.						
2.8.						
2.9.						
Sum						1.330,86 €

PoP No.* = Proof of payment number (sequential) FX** = Foreign Exchange

copy of invoice



Dog Lovers
Pawsome stuff for dogs.

Dog Lovers
Street 101
1000 City
T.: 01 82 65 26
F.: 01 82 65 26 90
mail@doglovers.com

Invoice 2021/02987
Date: 03.10.2021

12345.678 Dog box	505,00
Total	DKK 505,00
incl. 20% MwSt.	84,17
Netto	420,83

Thank you!

Opening hours
Mo - Fri
09.00 - 18.00

proof of payment

account statement 2021

account no.: AT12 3456 7891 2345 6789
account holder: Rescue Dog Organisation

date	posting text	amount
30.10.2021	Max Mustermann AT98 7654 3219 8765 4321 purpose: Dog Lovers - dog box	-67,86 EUR
30.10.2021	Maximiliane Musterfrau AT99 7654 3219 8765 4321 purpose: car garage XY - repair	-421,00 EUR
30.10.2021	Max Mustermann AT98 7654 3219 8765 4321 purpose: Dog Lovers - dog box	-67,86 EUR
30.10.2021	AT11 7654 3219 8765 4321 purpose: invoice no. 17/09-7681	

- b invoice number
- c invoice date
- d purpose
- f foreign currency

irrelevant information can be blackend

recipient account no. of recipient purpose

amount of invoice

date