

**INTERNATIONAL SKATING UNION – FOUR YEAR PLAN 2022/23 – 2025/26**

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

**Finance & Accounting**

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

**ISU Council  
ISU Treasurer  
ISU Director General  
ISU Accounting Department  
ISU Internal Controller**

**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:**

**2022/23 2013/24 2024/25 2025/26**

	2022/23	2013/24	2024/25	2025/26
The ISU Accounting Department and the ISU Internal Controller, in consultation with the ISU Director General and the ISU 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. Periodical 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 line with the adopted investment policy through mandates with three Banks located in Lausanne (Crédit Suisse, Banque Cantonale Vaudoise, UBS).	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 elected by the Congress.	X	X	X	X
8. Assistance to the ISU internal bodies in the preparation and monitoring of their detailed annual budgets.	X	X	X	X
Lausanne, April 2022				