



# IDO FINANCIAL BOOK

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## **A. INTRODUCTION**

1. These regulations provide a comprehensive framework outlining the principles, rules, and procedures governing the financial management, accountability, and operational procedures of IDO.
2. These regulations apply to all financial activities and transactions conducted by the IDO.

## **B. GENERAL PROVISION**

1. The IDO is committed to the principles and values of good governance (as outlined in STATUTES – Article 3.4), emphasizing the importance of managing finances effectively and transparently.
2. The IDO Accounts shall be kept in accordance with Article 11 of the IDO Statutes.
3. Any expenditure of the IDO shall only be made in accordance with the aims and objectives of the IDO as a non-profit organization (from STATUTES – Article 11.6). Incomes received shall originate from the financial resources outlined in these regulations.
4. All IDO elected, appointed Officials (hereinafter Officials), or employed staff are expected to manage finances and expenses responsibly and transparently, adhering to the principles of good financial stewardship.
5. All payments totalling up to 5.000 EUR shall require confirmation by the Executive Presidium, while payments exceeding this amount shall necessitate approval by the Presidium.

## **C. FINANCIAL NORMS AND FISCAL YEAR**

6. All financial norms and practices related to financial matters adhere to the standards and legislation set forth by the Danish regulatory authorities.
7. The financial year of the IDO is the calendar year, begins on the first (1st) day of January and ends on the thirty-first (31st) day of December of the same year (from STATUTES – Article 11.1).

## **D. CURRENCIES OF REFERENCE**

8. The Danish Krone and Euro are the currency of reference for the IDO. The Executive Secretary/Treasurer has the right to use other currency if financial situations require so (from STATUTES – Article 11.7).
9. All Officials serving in IDO receive their compensation in EUR, unless an alternative arrangement has been agreed upon with the IDO Executive Secretary.
10. All fees detailed in these regulations, as well as all financial transactions involving IDO members, are exclusively conducted in euros (EUR).

## **E. PAYMENTS METHODS**

11. Remuneration, compensations, fees and other financial transactions can be settled either in cash or through bank transfers.
12. Cheque payments are not accepted.
13. For international bank transfers to IDO, the sender covers all associated bank charges, including intermediary bank fees. Any deductions due to bank charges will be the responsibility of the paying party.
14. All cash and bank accounts shall be reconciled regularly, and any discrepancies shall be promptly investigated and resolved.

## **F. ACCESS TO THE IDO BANK ACCOUNTS**

15. The name and holder of the bank account is the IDO.
16. Access to the IDO bank accounts shall be granted to the following individuals:
  - a. The Executive Secretary/Treasurer of IDO,
  - b. The President of IDO, and
  - c. any other authorized signatories as designated by the Executive Presidium.
17. Access to the bank account includes the authority to make withdrawals, deposits, and manage financial transactions on behalf of IDO. Any changes to authorized signatories must be approved by the Executive Presidium and communicated to the bank in writing.

## **G. FINANCIAL ROLES OF THE EXECUTIVE SECRETARY/TREASURER**

18. The books and accounts of the IDO shall be managed by the Executive Secretary/Treasurer in accordance with prudent commercial procedures (from STATUTES – Article 11.2). The books and supporting documentation shall be kept in the Executive Secretary/Treasurer's Office for a minimum of five (5) years or as required by Danish law. After this period, they may be destroyed.
19. The Executive Secretary/Treasurer is responsible for implementing any additional procedures, safeguards, and controls required to ensure proper recording of all IDO income and the justification and documentation of all expenditures.
20. Unless the Presidium otherwise directs, the Executive Secretary/Treasurer shall keep all books of account and collect all membership fees and other payments due to the IDO from the members and other persons and execute all payments as instructed by the Presidium (from BY-LAWS – Article 10.6.2).
21. The Executive Secretary/Treasurer is obliged to hand out without delay all books and accounts as well as other items of property of the IDO to any person as instructed by the Presidium (from BY-LAWS – Article 10.6.3).
22. The Executive Secretary/Treasurer must inform the Executive Presidium on a semi-annual basis of any overdue fees.

23. The Executive Secretary/Treasurer holds sole responsibility for choosing the company to provide outsourced accounting services, selecting the bank for IDO's accounts, and liaising with the governmental tax, customs and financial regulatory authorities on behalf of IDO.
24. The Executive Secretary/Treasurer has authority to appoint another member of the Executive Presidium, nominated for each specific case, to handle his/her certain powers as stipulated by these regulations when deemed necessary for their effective enforcement.

## **H. FINANCIAL OVERSIGHT AND REPORTING REQUIREMENTS**

25. The Executive Secretary/Treasurer must present a financial report for the elapsed fiscal year and an annual budget for the following fiscal year to every Ordinary General Assembly. (from STATUTES – Article 11.3). Prior to inclusion in the General Assembly's agenda, both documents must first undergo a presentation and approval process, starting with the Executive Presidium and followed by the Presidium.
26. The financial report for the elapsed fiscal year shall be reviewed by two (2) internal revisors who are elected for a term of two (2) years and may be 're-elected by' and 'responsible to' the General Assembly - Candidates for internal revisors cannot be from the same country as elected persons in the Presidium (from STATUTES – Article 11.4). They shall have access to the draft financial report and the relevant books and accounts not later than one (1) month before the Ordinary Meeting of the General Assembly (from BY-LAWS – Article 11.2).
27. The annual financial statements shall be audited by an - independent of IDO - external Danish State Authorized Auditor who is elected by the General Assembly for a term of two (2) years (from STATUTES – Article 11.5).
28. The Executive Secretary/Treasurer shall be available and cooperative with internal revisors and external auditor when on their duties (from BY-LAWS – Article 10.6.4).
29. The General Assembly (as outlined in STATUTES – Article 7) confirms the financial report (including the internal Revisors' and external auditor's reports) for the elapsed fiscal year, when discussion on this topic in the agenda of the Ordinary Meeting of the General Assembly is concluded.
30. The General Assembly confirms the annual budget for the following fiscal year when discussion on this topic in the agenda of the Ordinary Meeting of the General Assembly is concluded. In the event that the General Assembly cannot take place due to force majeure, the annual budget confirmed by the Presidium retains full validity until the document is ratified by the General Assembly.

## I. BUDGETARY SOURCES

31. The financial resources of IDO arise from various profit sources, including but not limited to:
- Revenues generated from the exploitation of any of IDO's rights (including, but not limited to, its rights to competitions, licenses, sponsorship, marketing, merchandising, and advertising rights, ticketing, broadcasting, visual, audio, and data recording rights, all other media and social media rights, all other intellectual and property rights, and other rights associated with IDO's activities).
  - Income from the sale of publications, such as books, magazines, as well as revenue from similar items.
  - All revenues received from private partners.
  - Any other significant sources of income that are relevant to IDO's profit financial operations.
32. The financial resources of IDO arise from various non-profit sources, including but not limited to:
- Membership fee and all other fees defined in IDO Internal Acts.
  - Gifts, legacies and donations received.
  - Grants or subsidies from governmental or non-governmental organizations.
  - All revenues received, including voluntary contributions, from other public and NGO partners.
  - Disciplinary fines paid.
  - Revenues derived from the delivery of IDO licenses, certification and other educational courses.
  - Any other significant sources of income that are relevant to IDO's non-profit financial operations.

## J. IDO'S EXCLUSIVE RIGHTS

33. IDO is the sole holder of marketing rights, licensing, intellectual property rights, trademark, audiovisual and sound-broadcasting rights, and other rights associated with the IDO activities; these includes the production, duplication, dissemination and broadcasting of pictures, sound, or data carriers of any kind by IDO. The Presidium controls the granting of any rights (from STATUTES – Article 11.9).
34. The IDO Event Organizer shall pay IDO a competition fee, as follows:

EVENT	EUR
World Games	15.000
Continental Games	10.000
World Championship	4.000
Continental Championship	3.000

World Cups	2.000
Continental Cups	1.500
Licensed Event	750
Other events	500

## K. MEMBERSHIP FEE

35. The IDO charges membership fees to its ordinary members and affiliated members as well as country contacts persons. The Presidium may decide, in its absolute discretion, to reduce or to lift / omit at any time payment of membership fee to a member if there are justified circumstances (i.e., Force majeure); in such case, the General Assembly shall be informed. Honorary members shall not pay membership fees. Membership fees are fixed by the General Assembly. (from STATUTES – Article 5 Membership Fee).
36. Annual membership fees for the Ordinary, Affiliated, and Honorary Members, are determined based on a specific coefficient relative to the full member (administering three departments), as follows:

ORDINARY MEMBERS	EUR	COEF.
Full Member (administering three departments)	1.200	100%
Full Member – Probationary Status (administering three departments)	1.200	100%
Department Member (administering two departments)	900	75%
Department Member – Probationary Status (administering 2 departments)	900	75%
Department Member (administering one department)	600	50%
Department Member – Probationary Status (administering 1 department)	600	50%
Country Contact Person <sup>1</sup>	180	15%
AFFILIATED MEMBER	300	25%
HONORARY MEMBER	0	0%

<sup>1</sup>A Country Contact Person must pay a membership fee if such contact brings dancers to IDO Competitions or Championships/Cups in a particular calendar year. In this case, the membership fee is payable at the latest at the beginning of the respective Competition or Championship/Cups. Without such payment, no dancers will be admitted from this Country Contact Person and the relationship to this Country Contact Person may be terminated with immediate effect. (from BY-LAWS – Article 3.3.9).

37. All fees are payable based on IDO-issued invoices, with a 30-day payment deadline from the invoice receipt date. If the fee is not settled within this timeframe, the Executive Secretary/Treasurer has the right to handle the case on an individual basis, including proposing to the Presidium the suspension of membership with immediate effect.
38. In the case of membership acceptance after June 30, a fifty percentage (50%) reduction in the annual membership fee is applicable for that calendar year.

39. The annual membership fee remains payable for the year in which the member is expelled (from BY-LAWS – Article 4.2).

## **L. FEES FOR EXAMINATION AND SEMINARS FOR IDO OFFICIALS**

40. Candidates who wish to undergo an examination to become IDO Official (Adjudicator / Chairperson of Adjudicators / Scrutineer / Supervisor) are required to pay the examination fees. The examination fee includes the seminar, the general theoretical exam, and access to the IDO Online Academy System, which contains all necessary forms, lectures, and study materials for the General Theoretical Exam.
41. The examination fee shall be paid when applying for the examination seminar. Paid fee is non-refundable under any circumstance.
42. The Examination fee is 300 EUR, and each supplementary exam fee is 50 EUR.
43. The administration of examination fee payments is coordinated and overseen by the Executive Secretary/Treasurer.

## **M. FEES FOR LICENSE HOLDERS AND REGISTERED DANCERS**

44. The fees for license holders and registered competitors are determined by the General Assembly upon the proposal of the Presidium.
45. License holders and registered competitors are required to pay the fee, as follows:

	EUR	Payable for the period
Dancer license	0	Lifetime
Dancer annual registration <sup>2</sup>	35	Yearly
Scrutineer license	50	Lifetime
Scrutineer annual registration <sup>3, 4</sup>	Not applicable	Yearly
Supervisor license	50	Lifetime
Supervisor annual registration <sup>3, 4</sup>	Not applicable	Yearly
Chairperson of Adjudicators license	50	Lifetime
Chairperson of Adjudicators annual registration <sup>3, 4</sup>	Not applicable	Yearly
Adjudicator license	50	Lifetime
Adjudicator annual registration <sup>3, 4</sup>	50	Yearly
Moderator license	50	Lifetime
Moderator annual registration <sup>3, 4</sup>	Not applicable	Yearly

<sup>2</sup>IDO members are required to annually pay a registration fee for all dancers enrolled in DIES by the deadline, as well as for any additional enrolments in IDO events.

<sup>3</sup>IDO Officials are required to pay an annual registration fee through their NMO to maintain their active status.

<sup>4</sup>This fee covers the use of the IDO Online Academy system, which provides access to online study materials, lectures, probationary testing, refresher seminars before or after IDO events, and the opportunity for nomination to officiate IDO championships, cups, and approved events.

46. If the annual registration fee is not paid, dancers are ineligible to compete, and IDO officials cannot officiate at the competition.
47. The administration of IDO license and registration fee payments is coordinated and overseen by the Executive Secretary/Treasurer.

## **N. START FEES AT IDO EVENTS**

48. The start fees at IDO Events (championship, cup, licensed event) are determined by the General Assembly upon the proposal of the Presidium.
49. Start fee per person per Event (championship, cup, licensed event) is collected by the Organizer of IDO Event and is non-refundable under any circumstances.
50. Each dancer shall pay a start fee, as follows:

AGE DIVISION	EUR
Mini Kids	35
Children	35
Junior 1	35
Junior 2	35
Junior	35
Youth	35
Adult <sup>5</sup>	35
Adult 2	35
Senior	35

<sup>5</sup>Optional funds for scholarship for the Adult Age Division to be determined case by case (competition by competition) by Presidium.

51. Start fees are payable based on the invoice issued by the IDO Event Organizer within a set deadline, which cannot be earlier than four (4) weeks before the event. Failure to settle the fee within this time-frame will result in the application of late payment penalties, as follows:
- A change of name is possible up to seven (7) days before the event without any penalty.
  - After the deadline and up to the day of the event, the fee is doubled.
  - If the Supervisor, Chairperson of Adjudicators, and Organizer allow additional enrollments on the spot on the day of the event, the fee is tripled.
52. To participate in a specific event's competition, a dancer must have paid both, the annual registration fee and the event's start fee through NMO.



## O. REMUNERATION AND COMPENSATION POLICIES FOR IDO OFFICIALS

53. Elected members of the IDO bodies' structure, do not receive any salary for their services. Reasonable compensation for expenses may be granted as stipulated in the By-Laws or, in accordance with guidelines set by the Presidium (from STATUTES – Article 11.8).
54. All Presidium members shall receive reimbursement for their out-of-pocket costs and expenses. In addition, members of the Executive Presidium, Vice Presidents and Department Directors shall receive an honorarium, the amounts are to be fixed by the General Assembly (from BY-LAWS – Article 10.3.1). If a Presidium Member cannot fulfil their tasks by themselves and requires additional assistance by outsourcing work to external service providers, they may apply to the IDO Presidium to charge such costs to IDO. Such application must include a specific cost estimate and must be made before engaging any external provider. Any payment to external service providers requires proper invoicing (including V.A.T., if applicable). The Executive Presidium is authorized to hire assistants, either on a permanent basis or as needed, to support regular office operations at IDO's registered office (e.g., office staff, data management, etc.) or to assist the IDO Presidium in its duties (e.g., minute keepers, translators, etc.).
55. The Department Chairperson is entitled to receive reimbursement for out-of-pocket costs and expenses in accordance with Article 10.3.1 – see previous sentence (from BY-LAWS – Article 8.3.3).
56. All members of the Continental Conference Executive Board shall receive reimbursement for their out-of-pocket costs and expenses. The reimbursement of travel expenses requires prior approval by the Executive Presidium (from BY-LAWS – Article 9.3.5).
57. The Advisory Board Members are entitled to receive reimbursement for out of pockets costs and expenses provided that specific costs are approved by the IDO Presidium before they are incurred (from BY-LAWS – Article 10.2.5).
58. The IDO Ambassador is entitled to receive reimbursement for out of pockets costs and expenses provided that specific costs are approved by the IDO Presidium before they are incurred (from BY-LAWS – Article 10.2.6).
59. Per diem in net is provided for activities that require being away from home for twenty-four (24) hours or more while performing duties as IDO Official. Per diem shall be granted to the following individuals:

IDO OFFICIAL	PER DIEM <sup>6</sup> (for physical presence in official meetings)	PER DIEM (for virtual meeting)
Presidium member	200	100
Invited person to the meeting – subject to the approval of the President	100	50

Lecturer, examiner, proctor at exams	450	450
Internal revisor	300	N/A
	CHAMPIONSHIP, CUPS	OTHER EVENTS
Official Adjudicator	300	300
Scrutineer	300 <sup>7</sup>	300 <sup>8</sup>
Chairperson of Adjudicators	350 <sup>7</sup>	300 <sup>8</sup>
Supervisor	350 <sup>7</sup>	300 <sup>8</sup>
Moderator (licensed)	300	

<sup>6</sup>The payment method shall be determined through mutual agreement between the IDO Event Organizer and the IDO Official prior to the event.

<sup>7</sup>The overall payment includes per diem for competition days plus an additional up to two days.

<sup>8</sup>The overall payment includes per diem for competition days plus an additional one day.

60. When IDO Official needs to perform duties or tasks on behalf of IDO, they are eligible for certain services to be provided and paid for by IDO or a third party (IDO Event Organizer, IDO partner etc.) including a reimbursement for their out-of-pocket costs and expenses, the following policy is followed:

- a. Accommodation from one (1) day before (or earlier, if agreed upon by the Chairperson of Sport Committee – for IDO events, or upon by the President – in all other occasions) until one (1) day after event in a 4-stars or higher-class hotel (exceptions can be made by the Chairperson of the Sport Committee). Single rooms are provided (or double rooms when accompanied by a spouse or companion – such a request must be made no later than one (1) month before arrival).
- b. Full-board hot meals accompanied by soft drinks (unless agreed differently with the IDO Official), starting with lunch or dinner on the arrival day, and concluding with breakfast on the departure day. Bottled still water shall always be readily available at no cost.
- c. Access to internet Wi-Fi service free of charge (in all venues and hotel),
- d. Should an IDO Official need a visa, he/she is responsible for notifying the Organizer of the required information and documents to be sent via Express post at least twelve (12) weeks before the event. Failure to do so will shift the responsibility and financial risk to the IDO Official. The Organizer will cover the expenses of sending the visa invitation (and guarantee letter) via Express post (e.g., DHL, FedEx, etc.). If the total visa and related costs exceed 150 EUR, IDO will cover the remaining balance.
- e. Travel arrangements door-to-door (from departure at home to the destination, and back home):

- i. Reasonable flight (economy class), train (second class) and metro / underground with as few stopovers as possible and minimum connection time.
    - ii. Travel by car is reimbursed at 0,45 EUR per km in accordance with Danish legislation. insurance, amortisation etc.). Any additional expenses such as driving tolls, road taxes, parking fees, or bridge tolls must be documented with original travel documents or invoices, bills, receipts and will be reimbursed separately. Traveling by car is typically reserved for short distances, such as travel to train station / metro station / airport. If an IDO Official prefers to travel by car, an agreement with the travel cost payer must be reached before departure, specifying a flat fee to cover all travel costs. The reimbursement covers all car-related expenses (such as, but not limited to, fuel), in absence of such an agreement, the travel cost by car should not exceed the total cost of the most suitable airfare with applicable door-to-door expenses in terms of price and travel time.
  - f. IDO Chairperson and Supervisor must be informed about the negotiations of travel arrangements and costs of the IDO officials serving at the competition.
61. The following are non-reimbursable items (unless agreed upon with the Executive Presidium): personal excess baggage charges, traffic fines or penalties, babysitting fees, club dues or membership fee, in-room movie charges, airline club fees or membership, strong alcoholic beverages / hard liquors, personal entertainment expenses, personal phone bills, late fees and penalties, gifts and presents, personal grooming and other services and material, that are considered non-reimbursable by Executive Secretary/Treasurer.
62. The reimbursement report shall provide a comprehensive breakdown of all incurred costs and expenses, and it must be accompanied by original invoices, bills and receipts as supporting documentation. This ensures a clear and transparent record of all expenses for reimbursement and auditing purposes. Travel expenses lacking proper proof in the form of original invoices, bills, and receipts will not be eligible for reimbursement.
63. Payments as outlined in this section (O. Remuneration and Compensation Policies for IDO Officials) of these regulations must be settled within eight (8) days following the services provided by the IDO Official.
64. If a request for additional reimbursement and per diem beyond the specified amounts in this section (O. Remuneration and Compensation Policies for IDO Officials) of these regulations is made, the decision shall be made by the Executive Presidium or Presidium (depending on the amount).
65. All IDO Officials are required to seek approval from the Presidium for any financial activities that could potentially expose IDO to financial or commercial risks.

## **P. GIFT AND BENEFIT POLICY**

66. IDO Officials shall perform their duties impartially, without receiving or giving inappropriate gifts or benefits.
67. IDO Officials may accept gifts, hospitality, or other benefits that:
- a. Have a low monetary value and are typical in regular social or business interactions;
  - b. Do not compromise or appear to compromise their integrity, objectivity, or impartiality;
  - c. Do not place them under any obligation to the giver;
  - d. Do not create a conflict of interest;
  - e. Are not cash or cash equivalents (e.g., gift cards, prepaid debit cards);
  - f. Are not excessive in frequency, value, or nature;
  - g. Do not violate any applicable laws or regulations.
68. IDO Officials who receive gifts, hospitality, or other benefits that do not meet the criteria outlined in one article above shall report such receipts to the IDO Executive Secretary/Treasurer.
69. IDO Officials are expected to decline or return gifts that do not meet the criteria outlined in two articles above.
70. IDO Officials may be required to publicly disclose their receipt of gifts, hospitality, or other benefits when necessary for transparency and accountability.
71. Violation of this gift and benefit policy may result in disciplinary action, including but not limited to reprimand, suspension, or expulsion from IDO.

## **Q. OTHER FEES**

72. The Appeal on the IDO Disciplinary & Ethics Committee decision will only be accepted if accompanied by an Appeal deposit fee of 200 EUR. If the appeal is upheld, the deposit fee will be returned; otherwise, it will be retained by IDO. The Appeal fee is defined by Presidium. (This paragraph is sensibly summarized from Article 3, paragraph 8 of the IDO Code of Ethics & Disciplinary Procedures)
73. All kinds of complaints made by Team Captains during the competition will only be accepted if accompanied by a Complaint deposit fee of 100 EUR; otherwise, it will be retained by IDO. If the complaint is upheld, the deposit fee will be returned. The Complaint fee is defined by Presidium.
74. The Presidium is authorized to introduce additional fees if it deems them necessary. NMO have the right to appeal the introduction of these fees to the General Assembly by presenting reasons for their objections. It should be noted that the appeal will not halt the implementation of such fees unless the General Assembly decides differently.

## **R. FINAL PROVISIONS**

- 75. All financial provisions contrary to these Regulations are hereby cancelled and deemed invalid.
- 76. These Regulations shall be kept internally and accessible to IDO Members on demand.
- 77. These Regulations may be changed or amended by the IDO General Assembly with a simple majority of members present in the Ordinary Meeting of the General Assembly and entitled to vote.

## **S. ENFORCEMENT**

- 78. These Regulations have been passed by the Presidium. They have come into effect on January 1<sup>st</sup>, 2024.
- 79. These Regulations have been passed and adopted at the Ordinary Meeting of the General Assembly in Zagreb, Croatia on June 30<sup>th</sup>, 2024.