



# Financial Guidelines for Guild Officials 2026

Below is a brief summary of the most important financial guidelines for the guild's committee members. If anything is unclear, feel free to ask!

You can and should contact the treasurer [@namitopi](mailto:@namitopi) or [rahastonhoitaja@athene.fi](mailto:rahastonhoitaja@athene.fi) with a low threshold.

## Purchases

- Make sure in advance that there is budget remaining and that the purchase is included in the budget in the first place.
- Before the official budget is approved, keep careful track of how much money you have spent on your activities.
- Request and save all receipts for expense reimbursements. Take a photo of a paper receipt immediately at the checkout so it doesn't get lost.
  - **Tip:** Order food via online services when possible, so you receive the receipt by email.
- Purchasing alcohol in Finland is allowed when necessary, but it must be on a separate receipt from other purchases.

## Invoicing

- The easiest option is for the supplier to invoice the guild directly. The guild's invoicing details can be found at: [athene.fi/en/billing/](http://athene.fi/en/billing/).  
The page can be forwarded directly to the supplier for reference.
- Always prefer e-invoicing.

## Expense Reimbursements

- Expense reimbursements are submitted and receipts uploaded at: [athene.fi/kulukorvaus](http://athene.fi/kulukorvaus)
- Submit reimbursements in a timely manner!

- Expense reimbursement receipts must include:
  - what was purchased
  - where it was purchased
  - amount in euros
  - date
  - payment method (e.g. card type and last four digits)
  - preferably VAT %
  - for digital receipts, the payer's name

For online payments, meeting these criteria often requires, in addition to the seller's receipt, a screenshot or receipt from your own online bank.

If a product is purchased from another private individual (e.g. tori.fi), in addition to a screenshot from online banking, a “receipt” is required in the form of a screenshot of the sales listing and the conversation showing that the deal was agreed upon.

Each expense reimbursement must be approved in a board meeting before the treasurer can pay it, so processing will take some time.

#### **Anniversary representations:**

The guild reimburses 75% of anniversary event representation costs, up to a maximum of 75€. If more than two representatives attend an anniversary event, two representatives apply for reimbursement from the guild and the remaining costs are settled among the participants themselves. The guild reimburses 20€ for anniversary gifts. If necessary, the reimbursement amount can be discussed if the participation fee is exceptionally high.

#### **Participation Fees**

If participation fees are collected for an event you are organizing, contact the treasurer well in advance of the event. Collecting payments is significantly easier when arranged beforehand.

## Advance Payments

It is possible to request an advance payment when needed (e.g. for a large purchase), so that your personal finances are not strained if approval of the reimbursement takes time.

Advance payments must be arranged early, as they need to be approved in a board meeting before payment.

Most importantly, keep your own board representative and the treasurer up to date on both small and large financial matters. No question or concern is too small—board members and the treasurer are always happy to help!

*Best regards,*

Rahastonhoitaja Topi Eskelinen

[@namitopi, rahastonhoitaja@athene.fi](mailto:@namitopi)