

## **Finance Guidelines for CME Department**

### **A. General Maintenance of Finances**

1. CME Department would maintain all its financial accounts with the Accounts Office/ Finance Department in Shifa Foundation.
2. There would be separate heads and accounts for various programs of CME.
3. The wealth in the above accounts would only be used for the activities of their concerned programs.
4. All the credits/debits into the aforementioned accounts would be carried out under the direct supervision and approval of Director SCOPE, respective Course Directors and concerned officials of CME Program Office.

### **B. Generating Finances for CME Activities**

1. CME activities are all sponsored by either the CME Department or an external commercial pharmaceutical company or a healthcare facility/ hospital, or are jointly sponsored by CME Department, SIH and an external commercial entity.
2. The demand for sponsorship is generated by CME Department, with a properly laid-out budget which is shared with interested parties.
3. Interested entities reach out to CME Department and present their educational grant(s).
4. If CME Department accepts a grant, it would give receipt of acknowledgement.
5. However, the transfer of funds from a sponsor to any of the CME financial accounts does not entail the right to make plans for an event, suggest content or make comments over the presenter or faculty/ speaker of the event. These are the sole domains of CME Department.
6. CME Department would exercise her authority over all the affairs of an event.
7. A sponsor could attend the activity without bringing in or displaying their products inside the hall or area of an academic activity.
8. All the promotional activities are confined to an area outside the academic activity.
9. All the exhibit booths and their staff are allowed with the approval of CME Department.
10. If a sponsor wants to attend an academic activity, it would be in the capacity of an observer.
11. Further, the attendance of an academic activity by a sponsor does not give them the right of credit. If they want credit, they should first submit the registration fee for the event.
12. In addition, an exhibit fee would be charged from all the participating entities.
13. An educational grant for an event does not exempt a sponsor from exhibit fee.
14. CME activities will not be allowed to be marketed on commercial interest's websites or by commercial interest's personnel.
15. A commercial supporter is not allowed to take part in the development of our activity's website which is solely maintained by Shifa Foundation.

C. Record of all the transactions

1. The INs and OUTs of capital are to be monitored and noted down.
2. All the cash flow should be properly documented.
3. The details could be shared with a Course Director and a sponsor, if requested.

D. Honorarium/ Reimbursement

1. A faculty/speaker would be given an honorarium with the approval by the Director SCOPE.
2. Nonetheless, participation in planning phase for the event is considered a duty which is not to be paid for.
3. All the attending participants other than the faculty/ speaker and the officials or volunteers of CME Department would have to make their own arrangements for transport, lodging any expenses incurred.

E. Social Events in CME Activities

1. Social Events can be included in mega projects/activities.
2. The budget should be modest and not lavish.

F. Cancellation of an Activity & Refund

1. A planned CME activity could be cancelled if there are insufficient registrations/ earnings.
2. Registration fee will be refunded as per percentage decided by the CME Planning Committee.
3. A refund is viable only if an event/activity is cancelled by the CME Department.
4. If a registered participant fails to show up at an event/ activity due to any unforeseen development, registration fee would not be refunded.

G. Audit

1. CME Department would carry out a quarterly audit and share it with the Shifa Foundation.
2. Shifa Foundation would review the accounts on an annual basis and publish reports bi-annually.