



The FreeCAD project association AISBL

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FPA Finance Officer Agreement

This agreement is made between the FreeCAD project association (the FPA), a non-profit body registered as an AISBL in Belgium under enterprise number [781867807](#) and FreeCAD contributor Turan Furkan Topak (the CONTRIBUTOR), identified by the FreeCAD forum handle [Reqrefusion](#) and GitHub handle [Reqrefusion](#).

This document constitutes a **non-employment service agreement** between these two parties, who agree to the following terms and conditions:

Purpose and objectives

As it grows and accounting-related tasks are getting heavier, more time-consuming, and requiring more dedication and precision, the FPA identified a need to appoint a finance officer, who will be responsible for all the accounting of the FPA, as well as other finance-related tasks such as making payments, verifying bank accounts, making reports and preparing budgets and spending plans.

To allow the finance to do their job, a finance officer position will officially be created by the FPA, with the necessary access to accounts and encrypted resources needed.

The work of the finance officer will be supervised and validated by the FPA chair, unless other dispositions are adopted by the FPA in its [additional rules](#).

Duties

During the time covered by this agreement, the CONTRIBUTOR agrees to:

- Monthly gather, verify, relate and organize and publish payments received and done on several platforms, currently:
 - BNP-Fortis bank account
 - PayPal account
 - OpenCollective account
 - Stripe
 - GitHub
- Use and update [FPA issues](#)
- Publish a [monthly report](#) on the FPA GitHub account

- Regularly gather with FPA admins via video conference for syncing and checking
- Quarterly produce a report of all VAT operations, following model provided by the FPA
- Yearly produce an [assets report](#), following Belgian model provided by the FPA
- Yearly produce a [balance report](#), following Belgian model provided by the FPA
- Yearly help produce a [financial report and graphics](#) for the FPA yearly report
- Yearly help produce a budget for the next year
- Ensure all [legal deadlines](#) are met
- Help updating the [FPA handbook](#) with accounting-related topics
- Provide general help, counselling and assistance to the FPA administrators in all accounting-related tasks like contracts, payments and record keeping.
- **Invoice the FPA** monthly, or when the different stages of a payment schedule determined together with the FPA are reached
- All code developed under this agreement must be licensed LGPL 2.1 (SPDX code "LGPL-2.1-or-later"), and all non-code documentation must be licensed under an appropriate Free license recognized by OSI and FSF

During the time covered by this agreement, the FPA agrees to:

- Pay the CONTRIBUTOR the amount described below in this document when invoiced by the CONTRIBUTOR
- Help the CONTRIBUTOR to perform their part of this agreement whenever needed
- Verify and approve the monthly and yearly reports created by the CONTRIBUTOR

Conditions and compensation

A compensation of **EUR 900 per month** will be paid by the FPA to the CONTRIBUTOR.

Payments will be made after receiving an invoice from the CONTRIBUTOR, by bank transfer. VAT, bank transfer fees and other transfer fees will be paid by the FPA. All other fees and taxes to which the CONTRIBUTOR is subject to, such as revenue taxes or social security taxes, must be included in the invoice, and part of the total amount stated in this agreement.

All invoices sent to the FPA must imperatively show the VAT number of the FPA (BE 0781 867 807) and, unless emitted from a Belgian VAT holder or subject to any other VAT handling system in the CONTRIBUTOR's country, the mention "Reverse charged VAT according to Art 21 § 2 of the Belgian VAT Code".

The tasks described in this agreement will be organised and performed by the CONTRIBUTOR in the manner, schedule and time frame that the CONTRIBUTOR sees appropriate, from their own location, using their own equipment, and establishing their own schedule and timetable. The CONTRIBUTOR is the sole responsible for the quality of their work. There is no subordination relationship between the FPA and the CONTRIBUTOR.

This agreement is a strict non-employment agreement. The CONTRIBUTOR agrees to the conditions of this agreement as an independent worker. There is no employment relationship between the FPA and the CONTRIBUTOR. The CONTRIBUTOR is solely responsible for paying all taxes such as revenue taxes incurring from the revenues obtained from this agreement, and for paying all social security contributions needed in the CONTRIBUTOR's country, and any other expense needed to perform their work as an independent worker.

The CONTRIBUTOR will be ready at all times to prove their independent worker status by showing documents like proof of payment of revenue taxes or conformity of their situation against social security, if requested by the FPA.

The CONTRIBUTOR will not hold the FPA responsible for any injury or material loss occurring during the execution of the tasks described in this agreement.

Termination and renewal

This agreement will last for one year, starting from the date this agreement is signed by both parties, and terminates after a year has passed.

Both the FPA and the CONTRIBUTOR can unilaterally terminate this agreement at any time, for any reason, by simple notification to the other party. If work has been done by the CONTRIBUTOR after the last payment, the FPA will pay a last installment to be proportionally determined by the quantity of work done within the corresponding stage of the payment schedule.

This agreement is ruled by Belgian law, and the competent court is the Brussels court. However, both parties agree to always seek friendly resolution in case of conflicts, and to always consider the best interest of the FreeCAD project.

Done in Brussels on November 5th, 2025

For the FPA

The CONTRIBUTOR

Yorik van Havre
chairman of the FPA

Turan Furkan Topak

