

FINANCIAL MANAGEMENT & ACCOUNTABILITY



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Objective:

To ensure transparency and accountability in all financial matters, promoting responsible management of the organization's resources.

Policy:

- **Budgeting:**
 - **Clear Budgeting Procedures:** The organization shall establish and maintain clear and detailed budgeting procedures. This includes the development of annual budgets, which must be aligned with the organization's strategic goals and approved by the relevant authorities.
 - **Responsible Spending:** All expenditures must be pre-approved and aligned with the approved budget. Staff responsible for managing funds are required to ensure that all spending is necessary, justified, and within budgetary limits.
 - **Regular Budget Reviews:** Budget performance will be reviewed regularly, with adjustments made as necessary to reflect changes in priorities, unforeseen expenses, or shifts in funding.
 - **Budget Controls:** Strict budgetary controls will be implemented to monitor spending. Any deviations from the approved budget must be justified and authorized by senior management, ensuring adherence to the WHO's standards for financial governance and accountability.

- **Financial Reporting:**
 - **Transparency in Reporting:** Financial reports shall be prepared regularly and shared with stakeholders, including the Board of Directors, donors, and other relevant parties. These reports will provide a clear and accurate representation of the organization's financial status.
 - **Detailed Reports:** Financial reports will include detailed breakdowns of income, expenditures, and budget variances, ensuring that all stakeholders have a comprehensive understanding of the organization's financial health.
 - **Timeliness:** Financial reports will be prepared and distributed in a timely manner, ensuring that stakeholders are kept informed of the organization's financial activities and status.
 - **Integrated Financial and Operational Reporting:** Financial reports will be integrated with operational reports to give a comprehensive view of the organization's activities, ensuring stakeholders understand how resources are used to achieve organizational goals.

- **Audits:**
 - **Audit Committee Oversight:** An Audit Committee, comprising members of the Board of Directors and external experts, will oversee audit activities, review findings, and ensure that recommendations are implemented. This aligns with best practices recommended by the *UN for organizational governance*.
 - **Audit Compliance:** All staff involved in financial management will fully cooperate with auditors and provide all necessary documentation and information. Any discrepancies or issues identified during audits must be addressed promptly and thoroughly.

- **Continuous Improvement:** Audit findings and recommendations will be used to improve financial management practices, enhance transparency, and strengthen accountability within the organization.

- **Financial Controls:**
 - **Segregation of Duties:** To prevent fraud and errors, there will be a clear segregation of duties in financial processes. No single individual shall have control over all aspects of any significant financial transaction, following *UN guidelines on financial controls to ensure accountability and reduce corruption risks*.
 - **Risk Management Framework:** A risk management framework will be integrated into financial controls, identifying potential risks such as fraud and external threats. Mitigation strategies will be developed to protect financial integrity.
 - **Access Controls and Security:** Financial systems and sensitive information will be protected with robust cybersecurity measures, ensuring compliance with international standards for data protection and security, as recommended by the UN.
 - **Approval Hierarchies:** Financial transactions must be authorized by designated personnel according to established approval hierarchies. This includes approvals for expenditures, financial commitments, and contracts.

- **Training and Awareness:**
 - **Ongoing Professional Development:** Continuous professional development will be provided to financial management staff, including training on WHO and UN financial management guidelines and SDG-related financial practices.
 - **Ethics and Integrity Training:** Regular training on ethical conduct and anti-corruption measures will be provided, emphasizing the importance of honesty, transparency, and accountability in financial dealings.
 - **Financial Literacy Programs:** Financial literacy programs will be offered to all staff, fostering a culture of financial awareness and responsibility across the organization. This initiative aligns with the WHO's emphasis on capacity building in health systems and the UN's broader goals for organizational development.

- **Resource Allocation and Financial Sustainability:**
 - **Strategic Resource Allocation:** Resources will be allocated strategically, with a focus on maximizing impact and efficiency. Decisions will be guided by cost-benefit analysis and impact assessments.
 - **Financial Reserves and Contingency Planning:** The organization will maintain financial reserves to ensure long-term sustainability and resilience. A contingency fund will cover emergencies, unforeseen expenses, and economic downturns.

- **Ethical Fundraising and Donor Relations:**
 - **Transparent Fundraising Practices:** Ethical fundraising practices will be adhered to, ensuring transparency and respect for donor intentions. Fundraising communications will be clear, accurate, and free of misleading information, in line with *UN guidelines on ethical fundraising and donor relations*.
 - **Donor Accountability:** The organization will maintain open and transparent communication with donors, providing regular updates on the impact of their contributions.

- **Monitoring and Evaluation:**
 - **Comprehensive Monitoring Systems:** A monitoring system will be implemented to track financial resource use.
 - **Impact Evaluation:** Regular impact evaluations will assess the effectiveness of financial management practices and the outcomes of programs. These evaluations will inform future planning and resource allocation.
 - **Stakeholder Feedback Mechanisms:** Feedback mechanisms will be established for stakeholders to provide input on financial management practices, which will be used to improve transparency, accountability.