



Rosana Empowerment Foundation (REF)

=Empowering Dreams, Transforming Lives=

Financial Policy

Creating a financial policy for Rosana Empowerment Foundation (REF) requires careful consideration of the organization's goals, financial resources, and regulatory requirements. Below is a sample financial policy for REF, but please note that this is a general template, and you should customize it to meet the specific needs and circumstances of your organization. Additionally, it's important to consult with legal and financial professionals when developing or revising financial policies.

Financial Policy for Rosana Empowerment Foundation (REF)

1. Purpose and Objectives

The purpose of this financial policy is to provide guidance and transparency in the management of financial resources for Rosana Empowerment Foundation (REF). The objectives of this policy are as follows:

- 1.1.** Ensure sound financial management practices that align with REF's mission and strategic goals.
- 1.2.** Maintain the financial stability and sustainability of REF.
- 1.3.** Comply with all relevant laws, regulations, and reporting requirements.

- 1.4. Promote accountability, transparency, and responsible stewardship of funds.
- 1.5. Facilitate effective decision-making and communication regarding financial matters within the organization.

2. Roles and Responsibilities

- 2.1. **Board of Directors:** The Board of Directors is responsible for overseeing the financial management of REF, including approving budgets, financial policies, and major financial decisions.
- 2.2. **Executive Director:** The Executive Director is responsible for day-to-day financial management, including budget preparation, financial reporting, and compliance with financial policies and procedures.
- 2.3. **Finance Committee:** A Finance Committee may be established to assist the Board of Directors and Executive Director in financial oversight. The committee may include board members, staff, and external financial experts.

3. Budgeting and Financial Planning

- 3.1. REF will develop an annual budget that reflects its strategic priorities and programmatic goals. The budget shall be reviewed and approved by the Board of Directors before the fiscal year begins.
- 3.2. Budget monitoring will be conducted regularly to ensure expenditures align with the approved budget. Significant deviations from the budget must be reported to the Board of Directors.

4. Financial Reporting and Transparency

- 4.1.** REF will prepare accurate and timely financial statements, including income statements, balance sheets, and cash flow statements. These statements will be shared with the Board of Directors on a regular basis.
- 4.2.** An annual financial report will be prepared and made available to stakeholders, donors, and the public. This report will include a summary of REF's financial activities and accomplishments.

5. Cash Management

- 5.1.** REF will maintain a bank account or accounts for its operational funds. All funds must be deposited promptly, and withdrawals shall be made in accordance with established procedures.
- 5.2.** Cash reserves may be maintained to cover unforeseen expenses and ensure the organization's financial stability.

6. Fundraising and Donor Relations

- 6.1.** REF will adhere to ethical fundraising practices and provide accurate and transparent information to donors regarding the use of their contributions.
- 6.2.** Donor restrictions on contributions will be honoured, and funds will be allocated as specified by donors whenever possible.

7. Internal Controls

- 7.1.** REF will establish and maintain effective internal controls to safeguard assets, prevent fraud, and ensure accurate financial reporting.

8. Compliance

8.1. REF will comply with all applicable laws and regulations related to nonprofit organizations, taxation, and charitable activities.

9. Audit

9.1. An independent audit of REF's financial statements may be conducted annually or as required by law. The audit report will be presented to the Board of Directors and made available to the public.

10. Review and Revision

10.1. This financial policy will be reviewed periodically and updated as necessary to reflect changes in REF's operations, regulations, or best practices.

11. Adoption and Implementation

11.1. This financial policy will be adopted by the Board of Directors and communicated to all relevant staff and stakeholders.

12. Contact Information

12.1. For questions or concerns related to this financial policy, please contact the Executive Director or the Chair of the Finance Committee.

This financial policy is designed to serve as a framework for REF's financial management practices crafted to address the specific needs and circumstances of the organization. Regular monitoring and adherence to this policy will help ensure the financial stability and success of Rosana Empowerment Foundation.