



Garib Unnayan Sangstha (GUS)

Guideline on Emergency Financial Management Policy

INTRODUCTION

This guideline has been developed for GUS with a view to assist its staffs in the improvement of its financial and administrative systems, policies, and procedures during emergency. This also contains guidelines to assist GUS in preparing financial reports against expenditure and utilization of funds.

I. BUDGET:

GUS must prepare individual Budget for emergency response project in a participatory way against their individual sub-grant/fund as per Appendix- B with details project budget or working sheet. GUS will submit the budget to the Executive Director for approval.

II. FUND OPERATIONAL PROCEDURE

Restricted funds for emergency response Emergency related donor fund need to be used, usually with a requirement to report back to the donor. Fund will manage as per the instruction of Donor. (Annexure-A).

III. EMERGENCY PROCUREMENT PROCEDURE

Procurement of goods/services during in emergency response will require complete recording and the expenses must be substantiated by proper documentation and need to fulfill donor's requirement. No expenditure will be reimbursed for procurement if those are not budgeted, allowable, allocable and reasonable. In case of extreme emergency, prior permission must be arranged from Executive Committee/Governing Body.

The procedures to be followed for procurement in emergency response are listed below.

1. Procurement Committee (PROC): GUS should have an Emergency Procurement Committee consisting of at least three members (or any odd numbers like 3, 5 or 7 etc). GUS can form the PROC consisting staffs from different program if required. The PROC will send their recommendation to CE and CE or his/her designated person will finally approve but CE will remain accountable for all procurement.
2. Mode of Payment: GUS will make the payment to the vendor through Account payee cheque if it is equal to or more than Tk. 5,000 /= (Taka five thousand) against the above procurements of goods and services. Cash payment is restricted as much as possible. But for a single bill, cash purchases is limited to Tk. 5,000.00. In case of emergency spot purchases/ open market purchases where vendor is non willing to receive the check / pay order, then the CE has to approve the cash to be paid to the vendor.

IV. ADVANCES AND ADJUSTMENT:

A. ADVANCE:

During Emergency response activities, Advance amount to be given an individual will be decided by the Chief Executive/Executive Director

B. ADVANCE ADJUSTMENT:

1. Upon completion of Emergency Program activities, expenditures, Project Expenses Report/Miscellaneous Expense Report must be prepared by the employee that summarizing the allowable Expenses incurred.
2. In order to adjust the advances that have been given an employee in a timely manner, the Expenses Report (ER) and adjustment should be completed by 06 (six) working days after the return from travel or completion of works.

XII. AUTHORIZATION OF EXPENDITURE

I. As per Authorized Signatory Form, Approving authority of the GUS will authorize any requests for expenditure or procurement. All such requests must be supported by the submission of appropriate bills or invoices.

II. Before making any payment, Finance Officer/Accounts Officer/Accountant shall ensure that the bill or invoice is properly approved/authorized.

III. Proper procedures for authorization:

- a. Every accounting/financial transaction must be properly authorized.
- b. Authorization must be documented and the documentation must contain the signature or initials of a person who is entitled to authorize the transaction.
- C. GUS will preserve all financial documents under its custody for the period as stated by agreement for donor fund.

This includes:

- I. Check signatory for each bank account.
- ii. Credit Vouchers.
- iii. Debit Vouchers.
- iv. Journal Vouchers.

All documents that are associated with disbursement/receipts: Invoices, bills, receipts, quotations, contract of procurement (if any) etc. must be attached with vouchers. The accountant should write head of expenses on each invoice, bill etc. and cheque signatory or designated person should review and approve all voucher against disbursements to ensure that the information contained on each, agree with the proper supporting documentation.

XV. AMENDMENT

This guideline can be revised based on needs in addition to supplementary letters that may be issued from time to time for some changes in the guideline.



Md. Abdul Latif
Executive Director
Garib Unnayan Sangstha (GUS)



Md. Sajedul Islam
Chair person- Board of Trustee
Garib Unnayan Sangstha (GUS)