

# FINANCIAL MANAGEMENT & ACCOUNTABILITY POLICY

## 1. PURPOSE

This policy establishes the framework for sound financial management, accountability, transparency, and stewardship of all financial resources of the Wilson Erhun Foundation for Pharmacy Administration (WEFPA).

The policy ensures that funds are managed prudently, used solely for authorised purposes, and administered in a manner that meets legal requirements, donor expectations, and internationally accepted standards of good governance.

## 2. SCOPE

This policy applies to:

- Members of the Board of Trustees
- Executive Management
- Employees and consultants involved in financial matters
- Programme managers with budgetary responsibilities
- Partners managing funds on behalf of WEFPA

Compliance with this policy is mandatory.

## 3. GUIDING PRINCIPLES

WEFPA's financial management is guided by the following principles:

- **Accountability:** Clear responsibility for financial decisions and outcomes
- **Transparency:** Accurate, timely, and complete financial reporting
- **Integrity:** Zero tolerance for fraud, corruption, or misuse of funds
- **Value for Money:** Economy, efficiency, and effectiveness in expenditure
- **Donor Compliance:** Strict adherence to donor terms and conditions

## 4. FINANCIAL GOVERNANCE STRUCTURE

### 4.1 Board of Trustees

The Board of Trustees shall:

- Provide overall financial oversight
- Approve annual budgets and audited financial statements
- Approve financial policies and significant financial commitments
- Ensure external audits are conducted

### 4.2 Executive Management

Executive Management shall:

- Implement approved budgets and financial controls
- Ensure accurate financial records and reporting
- Safeguard WEFPA's assets
- Ensure compliance with donor and statutory requirements

### 4.3 Finance Function

The designated finance officer or unit shall:

- Maintain proper accounting records
- Process payments and receipts
- Prepare financial reports and statements
- Support audits and financial reviews

## 5. BUDGETING & FINANCIAL PLANNING

- WEFPA shall prepare an **annual budget** aligned with its strategic and operational plans.

- Budgets shall be reviewed and approved by the Board of Trustees prior to implementation.
- Budget performance shall be monitored regularly, and variances explained and addressed.

## **6. FINANCIAL CONTROLS**

### **6.1 Authorisation & Approval**

- All expenditures must be properly authorised in line with approved budgets.
- Segregation of duties shall be maintained to reduce the risk of error or fraud.

### **6.2 Payments & Expenditure**

- Payments shall be supported by valid documentation.
- Cash transactions shall be minimised; electronic or traceable payment methods are preferred.

### **6.3 Income & Receipts**

- All income, donations, grants, and fees shall be promptly recorded.
- Receipts shall be issued for all funds received.

## **7. ASSET MANAGEMENT**

- WEFPA shall maintain an up-to-date **asset register**.
- Assets shall be used solely for authorised organisational purposes.
- Disposal of assets shall follow approved procedures and authorisation levels.

## **8. FINANCIAL RECORDS & REPORTING**

- Accurate and complete financial records shall be maintained in accordance with applicable accounting standards.
- Periodic financial reports shall be prepared for management and the Board.
- Donor-specific financial reports shall be prepared in line with grant agreements.

## **9. AUDIT & ASSURANCE**

### **9.1 External Audit**

- WEFPA shall appoint an independent external auditor.
- Audited financial statements shall be presented to the Board of Trustees annually.

### **9.2 Internal Reviews**

- Internal financial reviews or audits may be conducted periodically to assess controls and compliance.

## **10. FRAUD PREVENTION & RESPONSE**

- WEFPA maintains zero tolerance for fraud or financial misconduct.
- Suspected fraud shall be reported and managed in accordance with the **Whistleblowing & Anti-Fraud Policy**.

## **11. DONOR FUNDS MANAGEMENT**

- Donor funds shall be managed strictly in accordance with donor agreements.
- Separate tracking of donor funds shall be maintained where required.
- Unused or misapplied funds shall be reported and addressed promptly.

## **12. COMPLIANCE WITH LAWS & REGULATIONS**

WEFPA shall comply with:

- Applicable financial, tax, and regulatory laws
- Donor contractual requirements

- International best practices in non-profit financial management

### **13. ROLES & RESPONSIBILITIES**

#### **Board of Trustees**

- Oversight and approval of financial matters

#### **Executive Management**

- Day-to-day financial management and reporting

#### **All Covered Persons**

- Compliance with financial procedures and controls

### **14. SANCTIONS FOR NON-COMPLIANCE**

Non-compliance with this policy may result in:

- Disciplinary action
- Recovery of funds
- Termination of engagement
- Legal or regulatory action

### **15. MONITORING & REVIEW**

This policy shall be:

- Reviewed every three (3) years or earlier if required
- Updated to reflect organisational growth and regulatory changes

### **16. RELATED POLICIES**

- Whistleblowing & Anti-Fraud Policy
- Procurement & Asset Management Policy
- Conflict of Interest Policy