



PADMAPANI
Society for Human Excellence

Financial Policy

Philosophy

The purpose of financial management in the operation of all Financial activities is to fulfil the organization's mission in the most effective and efficient manner and to remain accountable to Donors, including clients, Associations, Government, partners, funders, employees, and the community. In order to accomplish this, Financial commits to providing accurate and complete financial data for internal and external use by the President and the Governing Body members.

Authority

The Managing Committee is ultimately responsible for the financial management of all activities. The President and Treasurer is authorized to act on the Board's behalf on financial matters when action is required in advance of a meeting of the Board members.

- The President is responsible for the day-to-day financial management of the organization. The Board authorizes the President to hire and supervise staff and independent consultants, pay bills, receive funds, and maintain bank accounts jointly with Treasurer.
- The President is authorized to sign checks jointly with Treasurer without any limit.
- The President is authorized to enter into Project MOU for activities that have been approved by the Board as a part of budgets or plans. The Board of Directors must authorize any project outside of these parameters and all contracts with a financial value.
- The President is authorized to manage expenses within the parameters of the overall approved budget, reporting to the Finance Committee on variances and the reason for these variances.
- The Managing Committee must approve any use of the board designated cash reserve fund.

Responsibilities

The President shall:

- Account for donor restricted and board designated funds separately from general operating funds, and clearly define the restrictions applicable to these funds.
- Report the financial results of operations according to the schedule established by the Finance Committee, but at least quarterly.

- Pay all obligations and file required reports in a timely manner.
- Depreciation of capital assets will not exceed five years for furniture and equipment or three years for computer and other technology equipment.
- Limit vendor credit accounts to prudent and necessary levels.

The Managing Committee shall:

- Review financial reports at each board meeting.
- Provide adequate training to members and Project Heads to enable each member to fulfil his or her financial oversight role.

Financial Transactions with Insiders

No advances of funds to employees, officers, or Members are authorized. Direct and necessary expenses including travel for meetings and other activities related to carrying out responsibilities shall be reimbursed. In emergency with the approval of President and Treasurer

If funds delay from the donor/Government/CSR then the members can adjust loans to continue activities without any disturbance. Once the funds come from the donor the president has to repay the loans to the members. The president can use corpus fund with the approval of members.

Budget

In order to ensure that planned activities minimize the risk of financial jeopardy and are consistent with board-approved priorities, long-range organization goals, and specific objectives, the President shall:

- Submit operating and capital budgets to the Finance Committee in time for reasonable approval by the Board prior to each fiscal year.
- Use responsible assumptions and projections as background, with the general goal of an unrestricted surplus.

Gift Acceptance

The committee will accept stock or other negotiable instruments as a vehicle for donors to transfer assets to the organization. Transfer and recording the value of the asset shall be done in a consistent manner and in compliance with accounting standards. The President sell any stock given to the organization immediately upon receipt by the organization.

The Committee shall accept contributions of goods or services other than cash that are related to the programs. Any other contributions of non-cash items must be reviewed and approved by the Board of Members before acceptance.



Asset Protection

In order to ensure that the assets of organization are adequately protected and maintained, the President shall:

- Insure against theft and casualty losses to the organization and against liability losses to Board members, staff, or the organization itself to levels indicated in consultation with suitable professional resources.
- Plan and carry out suitable protection and maintenance of property, building, and equipment.
- Avoid actions that would expose the organization, its board, or its staff to claims of liability.
- Protect intellectual property, information, and files from unauthorized access, tampering, loss, or significant damage.
- Receive, process, and disburse funds under controls that are sufficient to maintain basic segregation of duties to protect bank accounts, income receipts, and payments.



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President