COMPASSION BRIDGE INITIATIVE UGANDA (CBIU)

FINANCIAL MANAGEMENT POLICY

Approved By: Board of Directors
Effective Date: 28 June 2026
Review Date: 28 June 2029
Version: 1.0

1. POLICY STATEMENT

Compassion Bridge Initiative Uganda (CBIU) is committed to the highest standards of financial accountability, transparency, stewardship, and integrity.

The purpose of this policy is to ensure that all organizational resources are managed responsibly and used solely for the achievement of the mission, objectives, and programs of the Organization.

This policy establishes procedures for the receipt, management, expenditure, reporting, and safeguarding of organizational funds and assets.

2. OBJECTIVES

This policy seeks to:

a) Promote sound financial management.
b) Ensure accountability to beneficiaries, donors, partners, members, and regulators.
c) Protect organizational assets.
d) Strengthen internal controls.
e) Prevent fraud, misuse, and financial irregularities.
f) Promote transparency and public trust.

3. GUIDING PRINCIPLES

• Integrity.
• Accountability.
• Stewardship.
• Transparency.
• Value for money.

• Compliance with applicable laws.
• Proper documentation.

4. FINANCIAL AUTHORITY STRUCTURE

4.1 General Assembly
• Approve major organizational directions.
• Receive annual reports.
• Hold leadership accountable.

4.2 Board of Directors
• Approve budgets.
• Review financial reports.
• Monitor financial performance.
• Approve major expenditures.
• Ensure proper controls exist.

4.3 Executive Director
• Oversee financial operations.
• Ensure policy compliance.
• Present reports to the Board.
• Authorize expenditures within approved limits.

4.4 Finance Officer
• Maintain records.
• Prepare reports.
• Support budgeting.
• Monitor expenditures.
• Maintain financial documentation.

5. SOURCES OF INCOME
Donations, Grants, Sponsorships, Membership subscriptions, Fundraising activities, Income-generating activities, Training fees, Consultancy services and other lawful sources approved by the Board.

6. BANKING ARRANGEMENTS
All organizational funds shall be deposited into official accounts held in the name of Compassion Bridge Initiative Uganda. Organizational funds shall not be mixed with personal funds. The Board shall approve all financial institutions used by the Organization.

7. SIGNATORIES
The Organization shall maintain a minimum of three authorized signatories. At least two signatories shall approve withdrawals or transfers. No single individual shall control

organizational funds independently.

8. BUDGETING
The Organization shall prepare an annual budget before the beginning of each financial year. The Board shall approve the annual budget and monitor implementation.

9. EXPENDITURE AUTHORIZATION
The Board may establish spending limits. Every payment shall be supported by invoices, receipts, payment vouchers and contracts where applicable.

10. PROCUREMENT
Procurement shall be fair, competitive, transparent and cost-effective.

11. CASH MANAGEMENT
Cash transactions shall be minimized. Petty cash may be maintained and all petty cash expenditures shall be documented.

12. ACCOUNTING RECORDS
The Organization shall maintain cash books, bank books, receipt books, payment vouchers, asset registers, payroll records, grant records, procurement records and financial statements.

13. RECEIPTS
Every financial contribution shall be acknowledged with an official receipt.

14. DONOR FUNDS
Restricted funds shall only be used for designated purposes. Donor reports shall be prepared according to donor agreements.

15. ASSET MANAGEMENT
The Organization shall maintain an updated asset register and protect organizational assets.

16. FINANCIAL REPORTING
Internal reports may be prepared monthly. Quarterly reports shall be presented to the Board. Annual financial reports shall be presented to members.

17. AUDIT AND REVIEW
The Board shall periodically review financial systems. Independent audits may be conducted when resources permit.

18. FRAUD PREVENTION
CBIU adopts a zero-tolerance approach toward fraud, theft, corruption, misappropriation, forgery and financial misconduct.

19. REPORTING FINANCIAL MISCONDUCT
Suspected misuse of funds shall be reported immediately through the appropriate governance structures.

20. INVESTIGATION
The Board shall investigate allegations fairly and promptly.

21. DISCIPLINARY ACTION
Violations may result in warning, suspension, removal from office, termination, recovery proceedings or referral to law enforcement.

22. DOCUMENT RETENTION
Financial records shall be retained for not less than seven (7) years or as required by law.

23. POLICY REVIEW
This Policy shall be reviewed every three years or earlier if necessary.

24. APPROVAL

This Financial Management Policy was approved by the Board of Directors of Compassion Bridge Initiative Uganda (CBIU) on 28 June 2026 and became effective on the same date.

This Policy shall remain in force until amended or replaced by a resolution of the Board of Directors.

DOCUMENT CONTROL

Item	Details
Document Title	Financial Management Policy
Organization	Compassion Bridge Initiative Uganda (CBIU)
Version	1.0
Approved By	Board of Directors
Effective Date	28 June 2026
Review Date	28 June 2029
Review Cycle	Every Three (3) Years
Custodian	Executive Director
Classification	Official Governance Document

OFFICIAL PUBLICATION

This document is an official governance policy of Compassion Bridge Initiative Uganda (CBIU). It shall be read together with the Constitution and other governance policies approved by the Board of Directors.

COMPASSION BRIDGE INITIATIVE UGANDA (CBIU)

"Restoring Dignity. Building Futures."