

Secure and diverse funding enables TIB to undertake its vital work, maintain its independence and reputation, and operate effectively.

TIB may receive funding from a range of partners and donors, including government agencies, multilateral institutions, foundations, associations, the private sector and individuals. Funding may be unrestricted or tied to specific projects or programmes.

It is TIB's policy to accept funding – whether monetary or in kind – from any donor or partner, provided that acceptance does not impair our independence to pursue our mission or endanger our integrity and reputation.

Purpose

This policy outlines TIB's financial management principles and procedures to ensure transparency, integrity and accountability, as well as responsible use of all funds received. It aims to maintain the integrity of the organization and build trust with partners, donors, members, and the public.

Scope

This policy covers all aspects of TIB's financial operations and activities, including but not limited to:

- 1. Resource Mobilization:** Solicitation, acceptance, and recording of donations, grants, and other income. Developing and implementing fundraising strategies, including grant applications, individual donations, corporate sponsorships, partnerships, membership fees, and other income-generating activities. This includes managing relationships with donors, funders and partners, complying with donors / funders / partners requirements, and providing appropriate acknowledgments and reports.
- 2. Budgeting and Planning:** Developing and approving annual budgets aligned with TIB's strategic plan. This includes forecasting income and expenses, allocating resources to programme activities, and establishing mechanisms for budget monitoring and control. Regular budget reviews will be conducted.
- 3. Expenditure Management:** Authorization, processing, and recording of all payments and expenses. Establishing clear procedures for authorizing, processing, and documenting all expenditures. This includes implementing a system for purchase orders, invoices, and expense reports, ensuring compliance with internal controls and regulations. A clear expense policy will be maintained and made accessible to staff.

4. **Financial Reporting and Accounting:** Preparation and dissemination of regular financial reports. Maintaining accurate and complete financial records in accordance with Belgian Generally Accepted Accounting Principles (GAAP) and other relevant standards. This includes preparing regular financial reports for internal review and external audits, and ensuring timely submission of all required financial information to funders and regulatory bodies.
5. **Asset Management:** Properly managing and safeguarding all TIB assets, including cash, accounts receivable, equipment, and property. This includes establishing inventory controls, insurance policies, and procedures for disposal of assets.
6. **Internal Controls:** Establishment and maintenance of internal controls to prevent fraud and error. Implementing a robust system of internal controls to prevent fraud, waste, and abuse. This includes segregation of duties, authorization controls, regular reconciliation of accounts, and independent audits.
7. **Compliance and Risk Management:** Ensuring compliance with all relevant laws, regulations, and donor requirements. This includes developing and implementing procedures to identify, assess, and mitigate financial risks.
8. **Audits:** Undertaking regular internal and external audits to ensure the accuracy and reliability of financial records and compliance with this policy.

Financial Management Principles

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

1. **Transparency:** All financial transactions will be transparent and documented. Open and readily accessible financial information to all stakeholders. Financial reports will be made publicly available (as permitted by law and donor agreements).
2. **Accountability:** TIB will be accountable for the proper use of all funds received. Clear lines of responsibility for financial management, regular reporting, and adherence to established procedures.
3. **Integrity:** TIB will maintain the highest ethical standards in all financial matters. Upholding the highest ethical standards in all financial transactions, avoiding conflicts of interest, and maintaining impartiality

4. **Prudence:** Careful and responsible management of resources, minimizing risks, and ensuring financial stability.
5. **Efficiency:** Optimizing resource utilization to maximize impact and minimize waste.
6. **Compliance:** TIB will comply with all applicable laws, regulations, accounting standards and donor requirements.

Specific Procedures

1. **Procurement:** All purchases will follow a competitive bidding process (where appropriate) and documented approvals.
2. **Travel and Expense Reimbursement:** A clear travel policy will be developed, outlining eligibility criteria and reimbursement procedures. All expenses must be properly documented and justified.
3. **Bank Reconciliation:** Bank reconciliations will be performed monthly by the TIB accountant.
4. **Grant Management:** A dedicated system for tracking grant funds, ensuring adherence to donor requirements, and reporting progress will be implemented.

Resource Mobilisation

All fundraising activities will be conducted ethically and in accordance with applicable laws and regulations. Donors will be informed of how their contributions will be used. Detailed records of all donations and grants will be maintained.

Budgeting and Planning

An annual budget will be prepared and approved by the Board. The budget will be regularly monitored and reviewed by the TIB staff, the appointed external accountant and the Treasurer. Any significant variances from the budget will be investigated and reported.

Expenditure Management:

All expenditures will be authorized in accordance with established procedures under Belgian law. All payments will be processed efficiently and accurately. Receipts and supporting documentation will be retained for all expenditures.

Financial Reporting and Accounting

- TIB will prepare and disseminate annual financial reports to the Board.
- These reports will be prepared in accordance with accepted accounting principles.
- Financial statements will be made available to the public, as appropriate.

Asset Management

- TIB will maintain proper records of all its assets.
- Assets will be safeguarded against loss, damage, or theft.
- Assets will be used efficiently and effectively.

Internal Controls

TIB will implement and maintain a robust system of internal controls. This system will include segregation of duties, authorization procedures, and regular reviews.

Compliance and Risk Management

TIB will comply with all applicable laws, regulations, and accounting standards. TIB will maintain appropriate insurance coverage.

Audits

Regular external audits will be conducted to ensure compliance.