



FEBC Australia Procedure for Designated Funds

FEBC Australia's procedure to ensure all monies given are utilized and accounted for in the ways the monies have been received and directed.

1. Money received and designation noted if clearly specified.
2. If money received with no specification, then:
 - If it is cash or a cheque with no letter or a letter without indication of specific project, then it goes to General fund;
 - If it comes with a CURRENT OR PREVIOUS DL slip, but nothing was ticked, it goes to the project we raise funds for in that period of time. If it comes on an older DL slip, the money goes to GWMN. If the project on a CURRENT OR PREVIOUS DL slip has been closed early then the money goes to GWMN.
 - If it comes with a SW slip, but nothing was ticked, it goes to GWMN;
 - If it comes with a Gift Catalogue slip, but nothing was ticked, it either goes to a GC project if the amount corresponds or goes to GWMN if not sure;

The GWMN or General funds are for general work of mission or to be reallocated to field and the project or operation as designated by Council/ND's decision. To make sure all designated monies are accounted for we will:

- Email field director and accountant making clear to what the money is to be used for.
- Monies accounted for by the field in return email and receipts provided of money transferred.
- If for a project then a MPA (Ministry Partnership Agreement) is signed between Australia Director and the receiving Field Director making clear how the finances will be used and the reporting expected.
- Either annual or quarterly reports received with outcomes testimonies of how money utilized.
- Some fields provide an annual audited account that reflects all monies received from funding countries such as Australia.

Another step earlier in this process is that any major funding over \$15,000 for projects where a country cannot raise the money itself must be vetted through the International FEBC Executive Committee. This is to ensure that the funding is in alignment with the core ministry; is of key priority; and has sustainability and good outcome likelihood.

- Submissions and project proposals are facilitated usually in conjunction with Field Staff.
- If the ExCom approves the project, then they with the relevant field director endorse the project to funding fields for support. These then become key areas if funding needs for funding fields like Australia.
- Some major projects or ones that have some unknowns or risk at assigned by the ExCom an external monitor (usually a Field Staff member). The monitoring takes place over the duration of the funding cycle.
- An example of financial control on a major project would be the Iba shortwave transmitter relocation. This million dollar project inched constant financial updates monitoring and reporting for every dollar spent.