

Finance and fundraising policy for Nordic Aid

Background

Nordic Aid's Finance and Funding Policy aims to ensure:

- that funds management is carried out in a satisfactory manner;
- that the collection and administration costs are not too high
- that funds are used in accordance with the end goals set by Nordic Aid
- that payments to partners can be controlled reliably

Purpose

The purpose of Nordic Aid's Finance and fundraising policy is to clarify the allocation of responsibilities and administrative rules regarding the management of funds received and to enable the Board to establish a policy in accordance with the requirements of the Swedish Funding Control. It must also be clarified what risks the organization is exposed to, how these are to be handled and provide guidance in the work in everyday activities.

Guidelines

The following table summarizes the financial risks of Nordisk Aid. The left column indicates the financial risk to which the organization is exposed and the right column tells about the current policy.

Financial risk Management of risk

Risk: Payment for purposes 75% of total revenues according to Swedish Collection Control Regulations

Risk management: Ongoing financial control of funds collected, based on the purpose for which payments.

Risk: Agreement with cooperative organizations on payment

Risk management: All cooperative organizations must be able to be checked and registers must be updated with which Nordic Aid has cooperation.

Purpose management

The statutes regulate the purpose of the organization. Purpose provisions apply based on the

statutes. Each fiscal year, the Board of Directors shall propose the management of the surplus of funds raised.

Risk management

As a general principle, a restrained attitude must be taken regarding financial risk taking within the organization. The Board of Directors shall, in each payment, exceed SEK 50,000 assess any risks in relation to the purpose of the payment and the commitment that Nordisk Aid has towards possible financiers / donors

90-account

The organization follows the regulations for the 90-account as well as the established comments on these by the Swedish Collection Agency. Nordisk Aid's 90 account is: plusgiro 900112-4 and bank transfer 900-1124, and SWISH 9001124. At least 75% of the total revenue according to reporting requirements to the Swedish Collection Control must go to the purpose.

The Board shall annually review the guidelines issued by the Swedish Collection Control to the Annual General Meeting and assess any deficiencies and implement measures without delay.

In particular about collection with so-called "Collection boxes"

When collecting with so-called collection boxes, it must be clear that Nordisk Aid has 90 accounts. Furthermore, sealed boxes shall be used, which shall be counted by the person appointed by the Board.

In particular about collecting via cash payments outside the 90 account

When making payments to the organization directly in a bank account, it must be ensured that reliable evidence exists for who made the payment and that it is payment that must be included in reported income and constitute funds for payment to the purpose or administrative costs.

In particular about Collecting of non-liquid funds

Collection of materials or gifts that are not liquid funds shall be valued in accordance with the Swedish Collection Control Regulations.

In particular about the management of received grants

Collection through grants received must ensure that reliable evidence exists for who made the payment and that it is payment that must be included in reported revenue and constitute funds for payment to the purpose or administrative costs.

Furthermore, Nordisk Aid's commitment to the grant payer must be ensured and responsible persons appointed so that reporting can be made to all donors and the responsible person must be appointed for all projects to fulfill the reporting requirement.

In particular about payment for specific purposes

Payment may only be made for purposes that are in accordance with the valid statutes and only to organizations that are approved as partners for Nordic Aid.

Purpose-defined gifts - project grants and funds received from special campaigns are reported in the annual report, with documented transactions. The sponsorship donations are documented in the form of signed receipts from the sponsors' guardian.

If a donor determines the gift on his own initiative, Nordisk Aid strives to fulfill the wish, but reserves the right to deny it if the mediation would be too risky or severely unfavorable for the organization.

In particular about how the activities may be financed

The activities may only be funded through gifts from the public, fundraisers, project grants and donations.

In particular about how the capital can be invested

Capital may only be invested in the organization's bank accounts - different for different purposes.

In particular about handling "disputed gifts"

In the event of “disputed gifts”, Nordic Aid reserves the right to refuse to accept the gift. This can be, for example, if the funds are assumed to derive from activities that are in conflict with the organisation's values.

In particular about the gift return

If a donor wants a gift back, the organization accepts it, provided the wish is made within a reasonable time.

In particular about gifts / donations of securities or real estate

If gifts or donations in the form of securities or real estate come in, they should be sold as soon as possible - exceptions can be made if special circumstances make the sale highly unfavorable. The possible exception is decided by the Board.

Liquidity

Nordisk Aid's ability to pay should be good. The following objectives and principles shall apply:

- Liquidity follow-up is carried out with one month's regularity in connection with the end of the month.
- Nordic Aid employs an external accounting consultant to assist with accounting and accounting; all liquid balances shall be checked on a continuous basis

Responsibility

The Board's responsibility

- Decide on changes regarding the financial strategy.
- Make a decision to change the financial policy.
- Decide on other financial guidelines.
- Provide the organization's members with relevant financial information.
- Provide the organization's members with financial evaluations of funds collected and disbursed upon request.
- Suggest changes to the Board of Directors (current financial policy, strategy changes, etc.).
- Representation of the organization with other organizations
- In connection with payment to other organizations in Sweden or in another country, make an assessment of operational risk, financial risk, organizational risk, corruption risk or damage to confidence.