



FINANCIAL STEWARDSHIP POLICY KM ADVOCATES AND ASSOCIATES.

Purpose

KM Advocates and Associates is committed to ensuring the responsible and efficient management of its financial resources, following the principles of transparency, accountability, and integrity.

Scope

This policy applies to all financial transactions, including budgeting, forecasting, procurement, and financial reporting.

Major Principles

1. **Transparency:** Financial information will be accurate, complete, and easily accessible.
2. **Accountability:** Clear roles and responsibilities will be established for financial management.
3. **Integrity:** Financial transactions will be conducted with honesty and ethical behavior.
4. **Responsibility:** Financial resources will be used efficiently and effectively.
5. **Compliance:** Financial activities will comply with relevant laws, regulations, and standards.

Financial Management Procedures

- I. **Budgeting:** Annual budgets will be prepared and approved by management.
- II. **Forecasting:** Regular financial forecasts will be prepared to ensure accurate financial planning.
- III. **Procurement:** Purchases will be made in accordance with established procedures.
- IV. **Financial Reporting:** Regular financial reports will be prepared and reviewed by management.
- V. **Internal Controls:** Appropriate internal controls will be established to ensure the safeguarding of assets.

Roles and Responsibilities

- a) Financial Manager: Responsible for financial management and reporting.
- b) Department Heads: Responsible for budgeting and financial management in their respective departments.
- c) Employees: Responsible for following financial procedures and reporting any financial irregularities to the financial manager which is headed by head finance

Monitoring and Review

This policy will be reviewed and updated annually, or as needed.

By implementing this policy and procedure, KM Advocates and Associates demonstrate its commitment to sound financial stewardship and responsible financial management.

Approved by Managing Partner;



Signature