Global Equality and Inclusion Network Association

Küresel Eşitlik ve Kapsayıcılık Ağı Derneği

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Administrative and Financial Rules of Küresel Eşitlik ve Kapsayıcılık Ağı Derneği (KAPI)

KAPI is a non-profit, volunteer-based association committed to transparency, accountability, and participatory governance in its administrative and financial operations. The following principles and procedures define the organization's administrative and financial framework.

1. Administrative Structure and Responsibilities

- **Executive Board Oversight:** The Executive Board is responsible for the overall administration of the organization, including strategic planning, project execution, and compliance monitoring.
- **Volunteer-Based Implementation:** All operational roles are carried out by volunteers assigned to thematic working groups and support units. No salaried staff is currently employed.
- **Decision-Making:** Decisions are made collectively during monthly board meetings. Emergency decisions may be taken via written procedures or virtual meetings.

2. Financial Management and Oversight

- **Dual Authorization:** All financial transactions require approval by at least two Executive Board members, including the Treasurer.
- **Budget Planning:** Annual and project-specific budgets are developed and approved by the Executive Board, and reviewed by the General Assembly.
- **Separate Project Accounting:** Each project has a dedicated budget line and tracking system to ensure clarity and donor compliance.
- **Documentation:** All expenditures are backed by receipts, invoices, or bank transfer records. These are archived both digitally and physically.

3. Monitoring and Auditing

- **Internal Oversight:** The Internal Audit Committee reviews financial statements and administrative procedures at least once a year and reports to the General Assembly.
- **External Review:** An independent certified accountant (SMMM) prepares financial statements and provides technical support where required.
- **Reporting to Donors:** Narrative and financial reports are prepared per donor requirements, with supporting documentation and expenditure breakdowns.

4. Conflict of Interest and Anti-Fraud Compliance

- All individuals involved in financial and administrative processes are required to disclose potential conflicts of interest.
- KAPI adheres to its internal Anti-Fraud Policy and aligns with UN Women’s financial integrity principles.

5. Archiving and Record Keeping

- All official records, including contracts, financial documents, and board decisions, are archived in both digital and physical formats for a minimum of 5 years.
- Data protection is maintained through secure storage and controlled access protocols.