Global Equality and Inclusion Network Association

Küresel Eşitlik ve Kapsayıcılık Ağı Derneği

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Internal Control Framework of Küresel Eşitlik ve Kapsayıcılık Ağı Derneği (KAPI)

KAPI Association implements a robust internal control framework to ensure the effective, transparent, and accountable execution of its operations. This system is designed to minimize risk and enhance oversight across financial, administrative, and strategic decision-making processes.

1. Segregation of Duties and Delegation of Authority

- All financial, operational, and strategic decisions are based on dual authorization and collective decision-making principles.
- Roles and responsibilities are clearly defined and assigned. Any delegation of authority is documented in writing.

2. Documentation and Approval Processes

- All financial transactions must be supported by valid documentation (invoices, receipts, bank statements, etc.).
- Each expenditure is approved first by the responsible coordinator and subsequently by the Treasurer and President.
- Financial and administrative documents are archived per project in both digital and physical formats.

3. Monitoring and Reporting

- The Executive Board reviews project and budget performance on a monthly basis.
- Volunteer project leads submit periodic updates on their activities and expenditures.
- Financial reports to donors are prepared with the support of an independent certified public accountant (CPA) upon request.

4. Audit Mechanisms

- The Internal Audit Committee conducts at least one comprehensive review per year of all financial and administrative procedures.
- External audits may be conducted when required.
- Project reports are prepared in accordance with the reporting requirements of donors such as UN Women, including verification and coordination of financial data.

5. Risk Management and Alert System

- In the event of suspected irregularities, mismanagement, or conflict of interest, the Executive Board initiates a review process.
- Complaints and alerts may be submitted via email or the communication form on the organization's website.
- Whistleblower protection and confidentiality are guaranteed.

6. Continuous Improvement

- The internal control system is reviewed periodically based on feedback from implementation.
- Procedures are updated as needed to reflect the scope and complexity of new projects.