



THE
2nd BIRTH

Rushabh Foundation

Finance & Accounting Policy

Effective Date: [01/04/2023]

Introduction:

Rushabh Foundation Charitable Trust (the "Trust") is committed to maintaining sound financial practices and accountability in its operations. This Finance & Accounting Policy (the "Policy") establishes guidelines and procedures for the financial management, record-keeping, and reporting of the Trust's funds and assets. The Policy applies to trustees, employees, volunteers, contractors, and any other individuals representing or acting on behalf of the Trust (collectively referred to as "Individuals").

1. Financial Management:

- 1.1. The Trust will maintain accurate and complete financial records, including income, expenses, assets, and liabilities.
- 1.2. Financial transactions and operations will be conducted in accordance with applicable laws, regulations, and accounting standards.
- 1.3. The Trust will establish and maintain effective internal controls to safeguard its assets, prevent fraud, and ensure the accuracy and reliability of financial information.

2. Budgeting and Planning:

- 2.1. The Trust will prepare and adhere to an annual budget that reflects its strategic objectives and operational needs.
- 2.2. Budgets will be reviewed and approved by the appropriate authority within the Trust and monitored regularly to ensure financial stability and compliance with the budgetary provisions.

3. Financial Reporting:

- 3.1. The Trust will prepare accurate and timely financial statements, including income statements, balance sheets, and cash flow statements.
- 3.2. Financial statements will be prepared in accordance with applicable accounting standards and provide a true and fair view of the Trust's financial position, performance, and cash flows.
- 3.3. Financial statements will be reviewed by an independent party, such as an external auditor, to ensure their accuracy and compliance with regulatory requirements.

4. Cash Management:

- 4.1. The Trust will establish procedures for the management of its cash resources, including cash receipts, disbursements, and bank account reconciliations.
- 4.2. Cash collections will be promptly recorded, deposited in the Trust's designated bank accounts, and properly documented.



- 4.3. Payments will be made in accordance with approved procedures, supported by appropriate documentation, and authorized by designated individuals.

5. Donations and Grants:

- 5.1. The Trust will establish procedures for the acceptance, recording, and management of donations and grants received.
- 5.2. Donations and grants will be documented, acknowledged, and used in accordance with the donor's intentions and any legal or contractual obligations.
- 5.3. Donor restrictions on the use of funds will be honored, and proper tracking and reporting of restricted funds will be maintained.

6. Financial Controls:

- 6.1. The Trust will establish and maintain appropriate financial controls, including segregation of duties, dual authorizations, and approval processes, to prevent errors, fraud, or misappropriation of funds.
- 6.2. Individuals involved in financial activities will be required to exercise their duties with diligence, honesty, and integrity.

7. Record-Keeping:

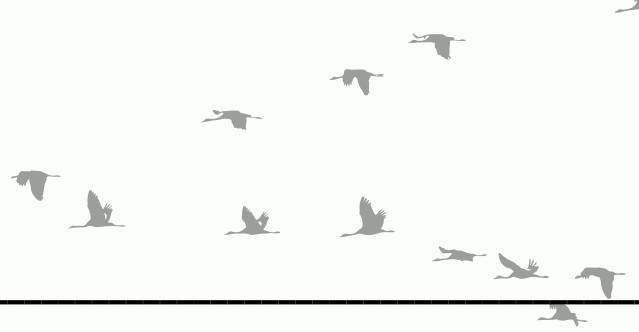
- 7.1. The Trust will maintain accurate and complete financial records, including supporting documentation for transactions, contracts, invoices, receipts, and financial statements.
- 7.2. Financial records will be retained in accordance with applicable laws and regulations, and proper confidentiality and security measures will be implemented to protect sensitive financial information.

8. Compliance and Audit:

- 8.1. The Trust will comply with all applicable laws, regulations, and reporting requirements related to finance and accounting.
- 8.2. The Trust will conduct periodic internal audits or reviews to assess compliance with this Policy, identify areas of improvement, and mitigate financial risks.

9. Conflict of Interest:

- 9.1. Individuals must avoid situations that create or give the appearance of a conflict of interest in financial matters.
- 9.2. Individuals must disclose any potential or actual conflicts of interest involving financial transactions or relationships and refrain from participating in decision-making processes where such conflicts exist.



10. Policy Review:

- 10.1. This Finance & Accounting Policy will be reviewed periodically to ensure its continued relevance, effectiveness, and compliance with applicable laws and regulations.

Conclusion:

This Finance & Accounting Policy reflects Rushabh Foundation Charitable Trust's commitment to sound financial management, transparency, and accountability. By adhering to the principles outlined in this Policy, we can ensure the responsible stewardship of the Trust's funds and assets and maintain the trust and confidence of our stakeholders.

By signing below, I acknowledge that I have received, read, and understood the Rushabh Foundation Charitable Trust Finance & Accounting Policy and agree to comply with its provisions and guidelines.

[Individual's Name]

[Individual's Position/Role]

[Date]

