

FINANCE STANDARD OPERATING PROCEDURES

CASH FLOW
MANAGEMENT
&
COMMITMENT OF
EXPENDITURE



INTERDICTION

Here's a detailed summary of key concepts and strategies for diversifying funding sources, the benefits of direct investments, and the stability offered by stock shares in companies, along with specific steps for Laasdhuure Organizing:

1. Current Funding Sources and Their Insufficiency

Laasdhuure Organizing currently relies on member donations, which are small and insufficient to fulfill the organization's goals. This limited funding can hinder the organization's ability to grow and achieve long-term stability.

2. Importance of Diversifying Funding Sources

Diversifying funding sources is crucial to mitigate risk, improve financial stability, and enhance adaptability. By not relying on a single source of income, the organization can better withstand economic downturns, health crises, or shifts in political policy. Diversified income streams also allow for greater flexibility in responding to changing circumstances and seizing new opportunities .

3. Benefits of Direct Investments

Direct investments can significantly increase the funds available to Laasdhuure Organizing. By investing in assets such as farmland or agricultural ventures, the organization can generate steady returns over time. This approach not only brings in more money but also ensures a consistent cash flow that supports ongoing operations and initiatives.

4. Stability Through Stock Shares

Investing in stock shares of companies provides another layer of financial stability. Stocks can appreciate in value, providing capital gains, and some companies also pay dividends, offering a regular income stream. Diversifying into stocks reduces reliance on member donations and helps build a robust financial foundation for the organization



5. Steps to Diversify Funding Sources

Laasdhuure Organizing can take several strategic steps to diversify its funding sources:

- 1. Cultivating Farmland: Investing in agriculture can yield significant returns and provide a sustainable income. This not only supports the organization's financial health but also aligns with broader goals of community development and sustainability.
- 2. Peer-to-Peer and Crowdfunding Campaigns: Leveraging the power of social networks through peer-to-peer fundraising and crowdfunding can engage a broad audience and bring in diverse small donations, which collectively make a significant impact
- 3. Recurring Giving Programs: Encouraging members to set up monthly donations can provide a reliable and predictable income stream, helping the organization plan better and sustain its activities over time.

6. Recommendation & Summary of Findings

By implementing these strategies, Laasdhuure Organizing can enhance its financial stability, reduce dependency on member donations, and ensure long-term growth and resilience. The diversification of funding sources not only brings in more money but also spreads the risk and opens up new opportunities for the organization to achieve its mission more effectively.



Main Source of Income

The primary source of income for the organization currently depends on the generosity of registered clan members, who contribute as donors through the Laasdhuure organization's website. The donations are collected according to the payment preferences chosen by the members during the registration process:

Donation Frequency Options:

- Monthly Donations: Some members opt to contribute on a monthly basis, providing a steady stream of income that helps in managing the day-to-day expenses of the organization.
- Biannual Donations: Other members prefer to donate every six months, which can be used for larger projects or to cover significant expenses that arise periodically.
- Annual Donations: Annual contributions are also an option, typically used for long-term planning and investment in the organization's growth and development.

the organization has implemented a flexible payment system on their website, allowing members to select a payment schedule that suits them best. The three categories of payment schedules available are:

- 1. Monthly: Payments are made every month.
- 2. Biannual: Payments are made twice a year.
- 3. Annual: Payments are made once a year.

This flexibility can help accommodate different financial situations and preferences among members. If you need more detailed information about the www.laasdhuure.org platform contact the management.







Finance Everyday Management and Responsibilities

Overview

Effective financial management is crucial for the smooth operation and sustainability of any organization. This responsibility entails the meticulous handling of financial resources, including cash box and mobile cash systems, as well as ensuring that all transactions are recorded accurately in log books. The following key areas outline the essential aspects of everyday finance management and responsibilities:

- 1. Cash Box and Mobile Cash Systems:
- Roles and Responsibilities: The accountant is primarily responsible for managing the mobile cash system, while the organization chairman and the secretary general oversee all transactions. This supervision ensures transparency and accountability.
- Purpose and Use: Mobile cash is utilized for all day-to-day transactions. This system provides flexibility and efficiency in managing daily financial operations.
 - 2. Log Book Management:
- Importance of Log Books: Log books are mandatory accounting documents that serve as the foundation for creating accurate balance sheets. They provide a detailed record of all financial transactions, ensuring that the organization can track and verify cash flows.
- Daily Maintenance: Each log book, whether for mobile cash, the safe, or the bank, must be updated daily. This practice ensures that the recorded balance reflects the actual balance at any moment, facilitating real-time financial monitoring and management.
 - 3. Accuracy and Integrity:
- Hand-Written Entries: To maintain the integrity of the financial records, all entries in the log books must be hand-written. This practice prevents alterations and ensures that the chronological order of transactions is preserved.

- Error Handling: Any mistakes should be crossed out and corrected by rewriting the correct information, without the use of white corrector. This approach maintains the transparency and reliability of the financial records.
 - 4. Transaction Logging and Verification:
- Immediate Recording: All financial transactions must be recorded in the log book as soon as they occur. This immediate logging ensures that no transaction is missed and that the log books are always up-to-date.
- Detailed Documentation: Each transaction is numbered and the corresponding number is noted on the expenditure justification document. This practice allows for easy verification and cross-referencing of financial records.
 - 5. Periodic Controls and Reconciliation:
- Weekly and Monthly Checks: Regular checks are essential to ensure the accuracy of the financial records. Weekly balance checks compare the log book balances with the actual cash balances in mobile cash and the safe. Monthly inventory checks are conducted for mobile cash, with the chairman present to ensure accountability.
- Reconciliation: All transactions, including transfers between the bank, safe, and mobile cash, must be reconciled across the respective log books. This comprehensive reconciliation ensures that all financial records are accurate and consistent.
 - 6. Roles and Responsibilities in Financial Management:
- Secretary General: Conducts periodical controls to verify the accuracy of the financial records.
- Committee Chairman: Ultimately responsible for managing cash flow, overseeing budgets, and ensuring the security of the organization's finances. The chairman, along with the secretary general, implements both periodical and irregular controls on the accounts and budgets.

Maintaining rigorous financial management practices ensures the integrity and accountability of the organization's finances. Adherence to these guidelines helps prevent discrepancies and fosters a transparent financial environment.

By adhering to these principles and practices, an organization can maintain robust financial health, ensure accountability, and foster a culture of transparency. These measures not only prevent discrepancies but also build trust among stakeholders, contributing to the overall success and sustainability of the organization.

