



## **POLICY ON FINANCIAL BUDGET AND FORECAST**

In line with the Amplify Change project rules and regulations and also to set the financial records of the Organization in order, a policy on the governing of the financial budget and forecast shall be in the following procedure.

### **BUDGET**

1. There must be a budget for every proposed project either local or International.
2. The budget must be in details and up to date with the currency exchange.
3. The budget must be of a specified period of time, and timeline for the target of the budget should be set.
4. It must be sub-divided into different stages/activities of accomplishment.
5. Each sub-activity in the overall budget must have targeted goals and achievements.
6. The budget must be prepared with the input of all the project team members and coordinated by the President.
7. The budget of necessary must adapt with the guidelines set by a donor for clarity and simplicity.
8. The budget must be set for a long term project, usually for a period of one year minimum.

### **FORECAST**

Due to lapse of time of preparation of the budget and its implementation period, a lot of economic and unforeseen situation must have surfaced; also a budget is a lump sum of activities for a relatively long period of time.

At the time of implementation of a budget, a forecast must be prepared with the following guidelines;

- It must be of a real time value of cost; budget is of historical value time cost.
- It must be of a short and immediate period of implementation usually a month.
- It must be prepared with the input of all the specified project team, coordinated by the President.
- Exchange of currency at the given time should be taken into consideration.
- It should be implemented based on sub-activity not on the overall budget.
- Due to economic instability, it may vary in costs as on the budget proposed but the overall targeted goals must be of priority.
- The forecast must be prepared based on the amount approved for the sub-activity in the budget.
- Any cash/amount over-spent or under-spent must be duly accounted for.