**Financial narrative report:**

**Name of the project: Education Support to Child Laborers in Nepal (Project # 27536)**

After the formal agreement BASE provides Bank detail information to the concern donors and once fund deposited at Bank then BASE provides acknowledgement that fund has been received with coding the amount. For financial management, all the financial disbursement takes place from the BASE central to the project working district offices and based on the project nature central office also execute the program directly. BASE finance section is keeping all the financial transaction record. The transaction vouchers are raised by finance officer and take approval from Executive Director before disbursement of budget. Financial reporting is done by senior financial coordinator of BASE in close support of other subordinate finance section staff which is based on donors and partners requirement. District branch finance officers prepare report and provided to Finance Coordinator on monthly/quarterly basis. Finance Coordinator is responsible to compile the financial report in close coordination of Program Manager/Executive Director, and report to the donor through Executive Director. Executive Director has the overall responsibilities to ensure for the timely implementation and reporting both narrative as well as financial management reporting. After the support all the receipt and documents are kept by finance section. There is internal financial controlling mechanism at the organization and internal auditors periodically conduct the audit. At the end of the Nepali fiscal year financial auditing is taking place by Chartered Accountant (CA) and report to Government and funding agencies as per requirement. BASE hires professional Chartered Accountant (CA) as per BASE policy for every year for the financial audit purposes of the organization which is also submitted to concern donors and government authority. The audit has been taking place from July 15 to nest July 14 of next year (or Nepal government fiscal calendar- first day of Shrawan to last day of Ashar month). For the project called-Education Support to Child Laborers in Nepal (Project # 27536) audit is completed and mentioned on the expenses status in organizational audit report.

**Thanks.**