**Financial Report**

**Name of the project: Recovery Support to Flood Victims in Nepal Project # 29173**

At first, BASE was requested to visit the affected rural municipalities and schools and the village and community elders where the flood occurred. The meeting was organized by the school Head Teacher and the School Management Committee (SMC). BASE received a formal record from the school regarding children's enrollment data and a record of the affected families from the rural municipalities. The Rural Municipality are local units and responsible for administering governing constituencies of development programs and providing relief and recovery support.

To meet its financial management requirements, BASE is applying both a software and manual system. This depends on the size and nature of the program. All the financial disbursements are from BASE’s central project office to the district offices. Depending on the nature of the project, the central office can also implement the program directly. For instance, in the case of a natural disaster such as flooding and / or landslides.

BASE’s finance department keeps all the financial transaction records. The transaction vouchers are raised by the Finance Officer and are approved by the Executive Director before the money is disbursed. Financial reporting is done by the Senior Financial Coordinator who works closely with other staff. The District Finance Officers prepare reports and submit them to the Finance Coordinator on a monthly/quarterly basis. The Finance Coordinator then compiles the financial report in close conjunction with the Program Manager/Executive Director and submits the final report to the donor through the Executive Director. The Executive Director has the overall responsibility to ensure the timely submition of the entire financial report. All the financial records are maintained by the Finance Department. At the end of the year, financial auditing is undertaken by an independent chartered accountant and reported to the Government and the funding agencies as per their requirements. BASE hires professional chartered accountants every year to meet the financial auditing requirements of the organization.