**Financial narrative report**

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

For financial management, BASE is applying both software and manual system and it's depending on the volume and nature of program. All the financial disbursement takes place from the BASE central to the district offices and based on the project nature central office also execute the program directly (in the case of natural disaster, flooding and land slide).

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 staff. District finance officers prepare report and provided to Finance Coordinator on monthly/quarterly basis. Finance Coordinator will 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 reporting. After the support all the receipt and documents are kept by finance section. At the end of the 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) for every year for the financial audit purposes of the organization which is also submitted to concern donors and government authority.

**The end**