

Financial Accountability & Grant Management Statement

Version	1.0	Adopted	25 September 2026
Review	September 2027	Status	Public

Sahaad Empowerment Foundation is committed to using organisational and grant funds responsibly, transparently and for their intended charitable purposes.

1. Financial oversight

The Chairman coordinates day-to-day financial administration, while the Trustee provides independent financial oversight. A person must not approve a payment to themselves; transactions involving a conflict of interest require alternative review and documented approval.

2. Use of funds

- Organisational funds should be used for approved charitable activities and legitimate operating needs.
- Restricted or grant funding should be tracked against the purpose and budget for which it was provided.
- Significant, unusual or out-of-budget expenditure should receive appropriate documented oversight.
- Cash use should be minimised where practical and, where used, should be recorded and reconciled.

3. Records and evidence

Sahaad maintains appropriate supporting records for expenditure, which may include receipts, invoices, quotations, payment records, approvals and programme evidence. Records should allow expenditure to be connected to the relevant activity or funding purpose.

4. Procurement and value for money

When purchasing goods or services, Sahaad seeks reasonable value for money and considers alternatives or quotations where practicable, particularly for material purchases. Decisions should consider suitability, quality, safety, cost and programme need rather than price alone.

5. Practitioners and service providers

Where Sahaad pays practitioners, trainers, consultants or other service providers, the expected work and fee should be clear. Relevant experience or qualifications should be considered where appropriate, and evidence of delivery should be retained.

6. Equipment and assets

Significant equipment purchased for programme or organisational use should be recorded and managed responsibly. Where equipment is provided to a participant, school, centre or programme partner, Sahaad should retain appropriate evidence of the purpose and transfer.

7. Grant accountability

For funded programmes, Sahaad aims to connect financial reporting with programme delivery so that funders can understand what resources were used for, what was delivered and what evidence supports reported results.

Public accountability statement. Detailed internal approval records, bank information, registers and financial control forms are not published online.