



DOHA FINANCIAL MANAGEMENT POLICY

1. Introduction and Scope

Door of Hope Australia Inc. (DOHA) is committed to the highest standards of financial integrity. We ensure that funds provided by donors are used exclusively for their intended purpose.

DOHA maintains a **zero-tolerance** approach to all forms of financial wrongdoing, including fraud, bribery, corruption, money laundering, and terrorism financing.

This policy applies to all DOHA representatives (Board, staff and volunteers) and is extended to all implementing Partners through our Partnership Agreements.

2. Financial Management Principles

- **Separation of Duties:** No single person should have the ability to initiate, authorise, and execute a financial transaction.
- **Dual Authorisation:** All withdrawals or transfers require two signatures/authorisations from Board-approved signatories.
- **Transparency:** DOHA uses MYOB accounting software to track every dollar against specific project codes, ensuring an audit trail from donor to field.

3. Procurement and Ethical Sourcing

DOHA seeks "value for money" while ensuring our procurement does not harm people or the planet.

- **Ethical Standards:** We prioritise suppliers who respect human rights and provide fair working conditions.
- **Value for Money:** For purchases over a threshold determined by the Board, at least three quotes must be obtained to ensure the best use of donor funds.

4. Financial Wrongdoing & Risk Mitigation

DOHA assesses financial wrongdoing risks annually. To mitigate these risks:

- **Vetting:** All Partners are screened against the **Australian National Security List of Terrorist Organisations** and the **DFAT Consolidated List**.
- **Capacity Assessment:** Before signing an MOU, the Partner's financial management systems must be assessed and approved by the DOHA Board.
- **Restricted Funds:** Tax-deductible funds (Public Fund) will never be used for welfare, political, or evangelistic activities, in accordance with Australian law.

5. Definitions of Financial Wrongdoing

- **Fraud:** Dishonestly obtaining a benefit or causing a loss by deception.
- **Bribery:** Offering or accepting an inducement (gifts, fees, rewards) for an illegal or unethical action.
- **Money Laundering:** Concealing the origins of illegally obtained money.
- **Terrorism Financing:** Providing funds used to facilitate or engage in a terrorist act.
- **Sanctions Violation:** Engaging in financial dealings with individuals or entities on the DFAT Consolidated List.

6. Reporting and Response

Every DOHA representative has a "Duty to Report" suspicion of financial wrongdoing.

- **Internal Reporting:** Report immediately to the Project Manager or Chairman of the Board.
- **The "5-Day Rule":** Any instance of suspected fraud must be reported to DFAT (if using DFAT funds) and the ACNC within five working days of detection.
- **Authorities:** DOHA will report suspicious activity to the **Australian Federal Police (AFP)** or the **National Security Hotline** if links to terrorism are suspected.
- **Immediate Cessation:** Support will be withdrawn immediately if a Partner or beneficiary is found on a Sanctions List.

7. Financial Procedures

1. **Public Fund Account:** All tax-deductible donations are banked here and allocated to specific project codes.
2. **Project Account:** Non-tax-deductible project funds are banked here.
3. **Administration Account:** Funds for travel, staff support, and overheads are held here.
4. **External Audit:** The Treasurer will ensure an annual audit is conducted by a qualified Chartered Accountant.

5. **Reconciliation:** Bank accounts are reconciled monthly against MYOB records.

8. Policy Governance

Failure to comply with this policy is a breach of the Code of Conduct and may lead to termination of employment or partnership. The Board is responsible for the biennial review of this policy.

Declaration

I, _____, agree to abide by this Financial Management Policy. I declare that I have no previous convictions for financial wrongdoing and understand that future employers may be notified if I am dismissed for such behaviour.

Signed: _____ Date: ____ / ____ / 20____

Last Reviewed: 19th August 2026

Next Review: [Date + 2 Years]