



## Fund Management Services

*We provide these services to organizations seeking efficient implementation through local organizations. We have a strong record of managing large complex projects that require the ability to coordinate multiple partners and provide advanced systems and compliance protocols.*

### Menu of Fund Management Services

**Fund Administration and Reporting.** Our team manages fund governing documents, donor agreements, and legal regulations with precision and care. We ensure compliance with procurement rules, financial management standards, and reporting obligations, while aligning every transaction with the fund's approved budget, scope, and purpose. We maintain complete, accurate, and up-to-date financial records and deliver timely reports to donors, boards, auditors, and oversight bodies. Our documentation is always audit-ready. We oversee budgeting, cash flow, and forecasting to disburse funds efficiently, economically, and for eligible purposes. We safeguard and monitor expenditures closely to prevent overspending or misuse.

**Vendor and Disbursement Process Management.** We ensure that your financial transactions are handled with precision, transparency, and accountability. Bookkeeping services are also available where needed. Typical disbursements include per diems, travel fees, and related expenses; vendor contracting and payment; venue bookings; rental or leasing agreements; processing of monthly payments; and procurement of local goods, equipment, and services. You will receive monthly, quarterly, and annual transaction reports with justification documents attached ensuring your financial records are properly kept and easily accessible.

**Payroll Management.** We provide end-to-end payroll support to ensure compliance, accuracy, and efficiency in handling employee compensation. We verify candidate details, configure payroll software parameters, establish withholding calculations for taxes and obligations, and set up both employer and employee-related contributions. Customized templates for pay slips, tax slips, and other required files are created for client approval, ensuring transparency and consistency. Our clients receive detailed monthly financial reports with receipts and tax files and ongoing support for general payroll-related services. We also facilitate agreements with medical insurance providers, offering a seamless payroll solution that balances technical precision with client-centered care.

**Recruitment Services.** Available for payroll management clients only, this values-driven recruitment service is designed to connect your organization with talent that aligns both technically and ethically with your mission. We go beyond traditional hiring by emphasizing transparency and shared ownership in the recruitment process. Through tailored outreach and careful vetting, we ensure that candidates are qualified and committed to the transformative impact of your work.

*We can also build institutional readiness to take on direct Fund Management through capacity accompaniment, making the services sustainable over the long term. Working closely with target teams, we transfer skills, templates, processes, and systems and offer helpline support for as long as needed.*