

## **UG Audit Review undertaken during April 2024**

Three Trustees, Susan Dodd, Andrew & Mari Shepherd, visited Uganda in April 2024. During this visit the following activities were undertaken:

1. An audit to ensure compliance with appropriate plans, policies, and processes for the benefit of the children, staff and the community around Fountain of Peace Children's Foundation UG (FOP UG) and implement controls to minimise risk of abuse. See below for further information.
2. The initial 6 month activity review of the Mothers' Matter in Childbirth (MMC) project was undertaken which included the following:
  - a. Meeting with the Chief Nursing Officer and Senior Midwifery Officer at Kyenjojo Hospital Maternity Department for purposes of information gathering.
  - b. Travelling to and meeting with the health workers at Bufunjo Health Facility Level 3, for purposes of information gathering.
  - c. Meeting with the Senior District Health Officials and Chief Medical Officer to discuss progress with the MMC project, including future prospects / sustainability.
3. Visited Rwenjaza Hillside School for the purposes of information gathering. We were also welcomed by the school children with songs and dancing.
4. Visited the 40-acre farmland to assess progress on the farmhouse, a UK funded initiative.
5. Informal chats with FOP UG staff members including house mothers, nannies, and members of the management team.

### **The audit covered the following areas:**

1. **Operational:** Including review of strategy, significant event audits, operational policies in place, sustainability, and maintenance of key assets.
2. **Financial:** Including review of long-term financial plan, annual budget, transparency and clarity on expenditure, robust and safe accounting procedures in place, and prevention of fraud and bribery.

Key points arising from the audit are as follows:

#### **1. Operational**

- (a) **Long term strategy:** FOP UG has an approved Model Framework document. This document focuses on the following four areas: Education/Vocational Training, Spiritual Growth, Welfare and Enterprise. FOP UG Board members are currently working on their areas of responsibility around the four areas in the model at a strategic and operational level. The FOP UG Board are currently considering whether two further areas, Finance and Community Development, should be added to the Model Framework document.

As FOP UG are in the process of reviewing the Model Framework document, the Board hasn't updated the UG Strategic Business Plan (SBP) as yet. Once the Model Framework document has been updated, a couple of Board members will review and update the SBP. The Model Framework document and the SBP will be two separate documents going forward.

- (b) **Significant event audits (SEA):** FOP UG has guidelines and procedures for conducting an SEA with the understanding that any area of serious concern to any member of staff should be categorised as a Significant Event, requiring investigation and documentation, with lessons learned accordingly. A number of significant events have happened during the course of the last 12 months and have been documented separately; for example:

1. The storm which affected the farmhouse roof. (Sept 2023)
2. Earthquake damage seriously affecting some of the school classroom ceilings (Sept 2023)
3. Partial collapse of intrinsic roof structure of Bethel Babies' Home (July-Aug 2023)

FOP UK recommended that an SEA review meeting should be held with all heads of departments every six months.

FOP UG has an accident report book for the children and staff. The same needs to be instigated for all visitors to the FOP site.

- (c) **Policies:** A number of UG policies have recently been approved. All policies are reviewed every two years. The UG Board is currently reviewing the following drafted policies:

- Succession Planning
- Child Communication

The following policies are to be developed:

- Caregivers' policy
- Staff code of conduct
- Communications policy
- Visitors' policy

- (d) **Sustainability:** The name of the sustainability report has changed to Enterprise Development Strategic Plan which will include sustainability. This document is currently under development by the Enterprise Committee.

- (e) **Maintenance and equipment:** Over the years, FOP UG has registered significant growth in its asset base. These range from structural infrastructure, furniture for both home and office, production equipment, farm tractors, grain storage facilities, electrical installations - both solar and grid power, water supply systems, environmentally friendly eco-kitchens, to closed circuit TV cameras. For effective, efficient, and sustainable use of each of these assets, there is a critical need for their regulated maintenance, timely repairs, and training of relevant stakeholders on the best handling practices. A maintenance plan has therefore been in operation since 2022 which is updated every year to include all new assets and maintenance costs.

FOP UG also has a central register for equipment and tools which is updated on an ongoing basis. UG has created an inventory of all equipment which is carefully monitored by the Office staff.

## 2. Financial

- a) **Capital and operational costs:** There is a Strategic Business Plan (SBP) which includes priority projects and estimated costs. Once the Model Framework document has been updated, Board members will review and update the SBP.

An annual operating budget is produced which is circulated to the UK and NZ. Quarterly budgets are also produced and circulated. Bills of Quantities are produced for all capital projects. Following completion of capital projects, the project is signed off with the contractor and documentation is shared with its partners.

- b) **Accounting procedures:** UG confirmed that safe accounting procedures are in place and when delays in projects occur the budget may increase. At the end of a capital project a summary of costs is produced to confirm money spent.