

## Policy on the separation of development from non-development activity

### 1. Purpose

The purpose of this policy is to:

- Ensure that development activities, such as fundraising and donor relations, are conducted separately from non-development activities, such as program delivery and volunteer management.
- Prevent conflicts of interest, misuse of funds, or any perception of impropriety in the allocation and use of resources.
- Uphold the integrity and credibility of Vets Beyond Borders (VBB) and its operations in the eyes of donors, beneficiaries, and the public.

### 2. Scope of the policy

This Policy encompasses guidelines and procedures to delineate and manage financial transactions, resource allocation, and reporting mechanisms to ensure transparency, accountability, and compliance with regulatory requirements between activities aimed at fundraising or development and those focused on delivering direct services or operational support.

### 3. Policy Statement

#### 3.1 Separation of Functions:

- 3.1.1 Non-Development activities, including fundraising, donor relations, grant applications, and marketing, must be distinct and separate from development activities, such as program delivery, volunteer management, and animal welfare services.
- 3.1.2 Staff members and volunteers engaged in non-development activities will monitor and record the time they spend on the implementation or delivery of programs or services.
- 3.1.3 Any individual involved in both development and non-development activities should clearly delineate their roles and responsibilities and avoid any conflicts of interest.

#### 3.2 Financial Management:

- 3.2.1 Funds raised through development activities must be clearly earmarked for their intended purpose and utilised in accordance with donor restrictions and agreements.
- 3.2.2 Financial transactions related to development activities should be separate from those related to program delivery and operational expenses.

3.2.3 Accurate and transparent financial records must be maintained to track the receipt and expenditure of funds related to both development and non-development activities.

### 3.3 Communication and Reporting:

3.3.1 Communication with donors, sponsors, and supporters should be transparent and accurate, providing updates on the impact of their contributions and the progress of programs and projects.

3.3.2 Reports on the allocation and utilisation of funds should clearly distinguish between development and non-development expenses, ensuring accountability and demonstrating good stewardship of resources.

3.3.3 Any potential conflicts of interest or concerns regarding the separation of activities should be promptly reported to the appropriate authority within Vets Beyond Borders for review and resolution.

### 3.4 Compliance and Monitoring:

3.4.1 All staff members, volunteers, and stakeholders of Vets Beyond Borders are expected to adhere to this policy and comply with relevant laws, regulations, and ethical standards governing charitable organisations.

3.4.2 Regular monitoring and internal audits will be conducted to assess compliance with this policy and identify any areas for improvement or corrective action.

3.4.3 Any violations of this policy will be addressed through appropriate disciplinary measures, up to and including termination of employment or volunteer status and may be reported to relevant authorities if warranted.

## 4. Roles, responsibilities and delegations

ROLE	RESPONSIBILITY
Finance & Fundraising Committee Chair	Oversees guidelines and procedures to distinguish, monitor, and manage financial transactions and resource allocation between fundraising endeavours and operational initiatives.
General Manager	Implement and enforce protocols to ensure proper segregation, monitoring, and reporting of financial transactions and resource allocation between fundraising efforts and operational activities.

## 5. Related documents and links

- Vets Beyond Borders [Code of Conduct](#)
- Vets Beyond Borders [Safeguarding Policy](#)

## 6. Definitions

**Staff** means paid employees and individuals contracted by Vets Beyond Borders to perform specific tasks or roles.

**Volunteer** means an individual who freely offers their time and services to Vets Beyond Borders without financial compensation.

**Partner Organisation** means animal welfare, One Health, or Government Organisations who have been granted Partner Organisation status by the Programs Committee of Vets Beyond Borders.

**Separation** means the division of something into distinct elements.

**Compliance** is the action or fact of complying with a wish or command.

**Financial Management** is the business function concerned with profitability, expenses, cash and credit.

Approved By	Board of Directors
Policy Owner	Finance & Fundraising Committee Chair
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