

## DOCUMENT ADMINISTRATION

VERSION NUMBER	APPROVAL PROCESS	DATE
1.0	Prepared by: Finance	
	Reviewed by: Gavi Audit and Finance Committee	23 July 2009
	Approved by: Gavi Board	18 November 2009 Effective from: 18 November 2009
2.0	Reviewed and recommended by: Gavi Audit and Finance Committee	10 October 2013
	Reviewed and approved by: Gavi Board	21 November 2013 Effective from: 22 November 2013
	Next review:	As and when required

## 1. Purpose

- 1.1. To establish a standing delegation to the Secretariat to spend above board-approved budgets when doing so would avoid inefficiencies and where the overspend is modest.

## 2. Definitions

- 2.1. Terms found in this policy shall have the same meaning as they do within the GAVI Alliance Statutes and By-laws. Further, the following definitions shall apply:
  - **“Business Plan”** – The work performed by GAVI Secretariat and its partner agencies to support GAVI-related activities, and the associated budgets.

## 3. Responsibilities

- 3.1. The Chief Accounting Officer is responsible for maintaining a system for identifying, evaluating, monitoring and controlling risks associated with programme liabilities. The Country Programmes Team is responsible for executing the approved programmes through communications with countries and programme partners.

## 4. Background

- 4.1. As an international public-private partnership, largely supported by the funds from donor governments, the GAVI Alliance takes seriously financial stewardship. On a bi-annual basis, the Secretariat establishes the GAVI Alliance Business Plan, which identifies the activities, responsibilities, timeliness and annual budgets required to reach the annual milestones of the GAVI Strategic Plan. The Business Plan allocates funds to principal Alliance partners and the Secretariat. On an ongoing basis, the Board or Executive Committee approves country-specific and non-country specific programmes. (Collectively, the **“Budget”**). The ongoing management of the Budget and the financial affairs of GAVI require a process to report on a regular basis to the Executive Team and the Board the actual results of operations in comparison to Budget estimates and to establish the process whereby authority is granted to vary from expenditure limits as established in the approved Budgets.

## 5. Policy

- 5.1. It is the policy of the GAVI Alliance that programmatic and business plan expenses shall be governed by allocations approved during the budget process and adopted by the board as an approved budget. However, the Board recognises that in some circumstances, actual expenditures could be higher than budgeted and that the Secretariat should be delegated authority to make expenditures that exceed budgeted amounts if the incremental spend is modest and the purpose reasonable.

## 6. Budget variance for the business plan expenses

- 6.1. The CEO (or designee) is authorised to approve Business Plan expenses up to 5% above the annual budget of the Secretariat and Business Plan partners.

## **7. Monitoring and reporting**

- 7.1. The Managing Director Finance and Operations (or his/her designee) is responsible for monitoring the Budgets.
- 7.2. The Managing Director Finance and Operations (or his/her designee) will provide the following variance reports to the Audit and Finance Committee:
- On a yearly basis, actual-to-budget Secretariat and partner Business Plan budgets, including funds approved and/or spent under the Variance Policy.
  - On a semi-annual basis, actual-to-budget/forecast Programme budgets.