

Financial Cooperation Agreement (FCA)

I.

As part of the partnership-relationship between (Partner ELKB) and (Partner abroad) shall

(Partner abroad) get donations/gifts for the purpose of:

a) general support/institutional funding of: (please describe and designate purpose and amount)

b) implementation of project/individual measure: (please describe and designate purpose and amount)

c) implementation of the following projects/individual measures: (please describe and designate purpose and amount)

In the period from / / till / / (up to two years).

The funds for this measure were determined by the committee

(Name) on / / chaired by (name)

Church Leadership (name) was informed

in written form by on/...../ about this project. These donations/gifts are passed on to the recipient by Mission.One world. The appropriate use of donations/supports has to be guaranteed by Mission.One World. For this both partners make the following agreement about the transaction of the donations/gifts:

II.

- 1. Donations and gifts always have to be expended completely and swiftly (that means usually within 2 years) and appropriated for the intended purpose. The intended purpose is determined either by the donator or by the proclamation of purpose when money is collected. The responsible committee is allowed to concretise the purpose within the broad purpose. If it is not possible to use a donation according to its purpose or if it's not possible in the specified time, the partner abroad will inform immediately his German partner and Mission.One World. Donations have to be paid back to the donator, if he doesn't agree to reclassification of his donation. Also in that case, responsible committees are allowed to reclassify gifts and collections within the purpose announced at the collection.

- 2. Donations and gifts are not transferred to private accounts. Donations/gifts mustn't be used for private persons chosen by donator.
- 3. The partner abroad sends at least once a year a proof of use of donations/gifts to Mission.One World and his partner. The proof has to be made by audits or by documents (scans; original documents have to be kept for audit). In the case of institutional funding audits of the Institution are sufficient.
- 4. Audits have to fulfil the following requirements:
 - Audits have to verify the use of funds completely. Donations/gifts have to be documented and proofed on the revenue and expenditure side. Only with general funding/institutional funding it is possible to dispense with the breakdown of concrete use on expenditure side.
It is important to ensure, that exclusively charitable and non-commercial purposes are supported. Nobody is allowed to benefit from expenses contradicting the purpose of payment or from disproportionately high remuneration.
 - Audits must be performed by an accredited body in accordance with the International Standards on Auditing (ISA) and provided with the corresponding auditor's report.
 - For projects below € 10,000 and individual measures, proof can be provided by means of a project audit or by means of billing with receipts.

III. Other agreements:

When money is transferred, the receiver sends a scan of the statement of account showing the incoming payment and the exchange rate.

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Place, date:

Signature Partner ELKB

Partner abroad

This agreement has to be re-signed every three years.