



Agama Charity

DONOR REPORTING FRAMEWORK

Clear reporting. Responsible stewardship.
Evidence of progress and learning.

AGAMA CHARITY

Community-based organisation • Tanzania

Public framework for donors, institutional partners and community stakeholders

1. Purpose and Commitment

AGAMA Charity recognises that donors and partners deserve clear, accurate and timely information about how contributions are used, what activities are delivered, what changes are observed and what challenges remain. This framework describes the organisation's approach to reporting on charitable resources and programme progress.

Reporting should be proportionate to the scale, duration and risk of each project, while meeting any agreed grant conditions. The organisation aims to communicate honestly, protect confidential information and distinguish verified results from estimates, plans and aspirations.

Our commitment

"We seek to honour every contribution through responsible stewardship, credible evidence and transparent communication about both progress and challenges."

2. Scope

This framework applies to donor-funded programmes, restricted and unrestricted contributions, grants, sponsorships, project partnerships and other charitable support administered by AGAMA Charity. Project-specific grant agreements and donor reporting requirements take precedence where they are more detailed or stricter.

3. Reporting Principles

Accuracy. Report figures and claims that can be supported by appropriate records or evidence.

Timeliness. Submit reports in line with agreed schedules and communicate early if delays are likely.

Clarity. Use plain language, define reporting periods and explain important variances.

Accountability. Connect expenditure and activities to approved budgets, objectives and deliverables.

Balanced reporting. Describe achievements, setbacks, risks, changes and lessons—not successes alone.

Respect and dignity. Protect children, participants, staff and partners from unnecessary exposure or harm.

Confidentiality. Share personal, financial and sensitive information only where authorised and necessary.

Donor compliance. Follow written grant conditions, eligible-cost rules and agreed formats.

4. Reporting Types and Frequency

The reporting schedule should be agreed at the beginning of each grant or project. The following is a suggested structure and should be adapted to the donor agreement and the organisation's capacity.

Report	Suggested timing	Core purpose
Project update	Monthly or quarterly, as appropriate	Summarise activities, participants reached, progress, risks and next steps.
Financial report	Quarterly or at the donor-agreed interval	Compare approved budget, expenditure, commitments and remaining funds.
Milestone report	At agreed milestones	Confirm deliverables, evidence and explanations for any changes.
Final report	At project completion or grant deadline	Summarise delivery, results, expenditure, lessons and outstanding obligations.
Incident / material change notice	Promptly under relevant agreement or procedure	Escalate significant safeguarding, fraud, delay, budget or delivery concerns.

5. Minimum Content of a Donor Report

- **Cover and identification:** project title, reporting period, donor or grant reference, report date and responsible contact.

- **Executive summary:** concise overview of progress, major results, challenges and decisions required.
- **Activities and outputs:** what was delivered compared with the approved workplan and targets.
- **Outcome evidence:** available information about changes observed, with limitations clearly explained.
- **Financial summary:** budget, actual expenditure, variance, commitments and remaining balance, using the agreed currency and format.
- **Safeguarding and risk:** relevant incidents or concerns handled through approved channels, shared in a way that protects confidentiality and follows reporting obligations.
- **Challenges and adaptations:** delays, external factors, corrective action and any requested changes to the project.
- **Learning and next steps:** lessons, priorities for the next period and planned follow-up.
- **Supporting evidence:** appropriate records, receipts, attendance summaries, anonymised case studies or photographs where consent and safeguarding requirements are met.

6. Financial Reporting and Use of Funds

Financial reports should reconcile with the organisation's accounting records and the relevant project budget. Reports should identify the reporting period, currency, approved budget, actual expenditure, variances, commitments where relevant and remaining funds. Explanations should be provided for material variances according to the grant agreement or internal reporting rules.

Restricted funds must be tracked separately or clearly coded in the accounting records. Expenditure must relate to the approved purpose and be supported by appropriate documentation. Unspent balances, ineligible costs or proposed budget reallocations should be discussed with the donor and handled in accordance with the written agreement.

Donor reports must not imply that an expense was incurred, an activity occurred or a result was achieved unless there is reasonable supporting evidence. Estimates should be labelled as estimates.

7. Monitoring, Evidence and Verification

Project teams should maintain records that support reported figures and narrative claims. Depending on the project, evidence may include activity logs, participant registers, school or service records where lawful and appropriate, distribution records, monitoring visit notes, invoices, receipts, photographs with appropriate consent, and participant feedback.

Personal information should be minimised. Public reports should generally use aggregated figures and anonymised stories. Data about children and other vulnerable participants must be handled in accordance with safeguarding and data-protection procedures; permission to participate in a programme does not automatically authorise publication of a photograph or personal story.

Where a figure cannot be verified, the report should state the limitation and explain the steps being taken to improve the evidence. Independent verification or audit should be arranged where required by a donor agreement, applicable requirements or the level of risk.

8. Safeguarding, Incidents and Material Changes

Significant safeguarding concerns, suspected fraud, misuse of funds, serious delivery delays, security risks or other material events should be escalated through the organisation's designated procedures. Donors should be notified within the timeframe and manner required by applicable agreements and policies.

Reports should share only the information necessary for accountability and required notifications. Identifying details about a child, complainant or affected person should not be included in routine reports unless there is a lawful, safe and authorised basis to do so.

9. Review, Approval and Submission

- The project lead checks narrative accuracy, outputs, progress and explanations.

- The finance function checks figures against accounting records and the approved budget.
- The designated manager reviews completeness, risks, consistency and donor requirements.
- An authorised representative approves the report before submission.
- A copy of the final report and its supporting records is retained securely.
- Questions from donors are logged, assigned and answered accurately within a reasonable timeframe.

10. Roles and Responsibilities

Role	Responsibility
Board of Directors	Provides oversight of stewardship, material risks and organisational accountability through appropriate reports.
Charity leadership	Ensures reports are reviewed, submitted by authorised personnel and escalated where issues require governance attention.
Project lead	Prepares the programme narrative, tracks activities and outcomes, explains variances and maintains evidence.
Finance function	Prepares or verifies financial information, reconciles expenditure and tracks restricted funds.
Safeguarding / designated contact	Advises on safe handling and reporting of safeguarding concerns and sensitive information.

11. Learning and Continuous Improvement

Donor reporting is also a learning process. AGAMA Charity should review what worked, what did not work as expected, whose needs may not have been met and what changes are needed. Lessons should inform future planning and be shared respectfully with communities, donors and partners where appropriate.

12. Document Control and Approval

This framework is intended for public information and should be reviewed periodically. Donor agreements, applicable law and formally approved organisational policies take precedence where they set more specific requirements.

Approved by	AGAMA Charity Board of Directors
Approval date	To be completed after formal approval
Next review	To be set at approval and reviewed periodically

AGAMA Charity

Every contribution deserves responsible stewardship and honest reporting.

Important note: This is a reporting framework, not evidence that a particular project has achieved results or that this document has already been formally approved. Complete the approval record and align reporting practice with actual controls and each donor agreement before publication.