

UFCH Approval Matrix Policy

北京和睦家医疗救助基金会 批准流程

Board Approval Date 理事会批准日期: 2021-12-13

This policy lays out the approvals needed and the processes to support UFCH's daily work including: hiring staff, accepting donations, entering contractual obligations, committing to expenses, and using the company stamp.

This policy references the following positions and are currently filled by the following people.

POSITION	CURRENTLY FILLED BY
UFCH EXECUTIVE DIRECTOR	Angela Xiong
UFCH FOUNDER& DEPUTY CHAIR BOARD	Roberta Lipson
HR DIRECTOR OVERSEEING UFCH HR AFFAIRS	Linda Li
LEGAL Department	Judy Wang

HIRING OF STAFF

All hiring of staff need the following approvals to be in place before making an offer:

- UFCH Executive Director
- UFCH Founder & Deputy Chair Board

DONATIONS

UFCH is a charity and will use external donations to fund programs and operations. The following standards must be followed in regards to donations.

- Any donation greater than RMB 100,000 must have a donation contract put into place.
- For less than RMB 100,000, a donation contract may be put into place if requested by the donor.
- For any donation that uses the donation template agreement pre-approved, The signature and chop of the UFCH Executive Director must be obtained.
- For any donation that does not use the pre-approved donation template agreement, the following approvals are needed:

本政策规定了和睦家基金会日常工作所需的审批和流程，包括：雇用员工、接受捐赠、签订合同、费用审批和使用公司印章。

本政策提及以下职位，目前由以下人员担任。

职务	具体人员
UFCH 执行总监	熊昌岚
UFCH 创始人及副理事长	李碧菁
人力资源部门总监，其重要负责监督和睦家的人力资源事务	Linda Li
法务部	Judy Wang

聘用员工

基金会若需雇佣新员工需在录用前得到以下领导的批准，具体人员如下：

- 和睦家医疗救助基金会执行总监
- 和睦家医疗救助基金会创始人及副理事长

捐赠

和睦家基金会是慈善机构，慈善项目及日常的运行管理主要依赖于外部善款，所以在捐赠方面务必遵循以下标准：

- 任何超过 10 万元人民币的捐赠善款需签订捐赠合同。
- 低于 10 万元人民币的捐赠，如果捐赠者要求，可以签订捐赠合同。
- 对于任何使用预先批准的《捐赠协议模板》进行的捐赠，务必获取和睦家基金会执行总监的签字并盖章。
- 对于任何没有使用预先批准的协议模板的捐赠，需要进行以下审批。

APPROVAL TYPE / POSITION	UFCH Executive Director	UFCH Founder, Deputy Chair Board	UFH Legal Team
Business Approval	Required	Required	N/A
Legal Approval	Required	N/A	Documented with Contract #
Execution Signature	Required	Required	N/A
Stamp Approval	Required	Required	N/A

Note: Follow the UFCH Company Stamp Policy, Complete Stamp Application Form appropriate approvals.

EXPENSES

UFCH policy on Expense Approval Levels is:

Expense Type & Level	Approvals	Contract Requirement
Program Expenses < RMB 100,000 per purchase	Delegated to the Executive Director	Contract Not Required
Program Expenses > RMB 100,000 per purchase	UFCH Founder & Deputy Chair Board approvals are required	Contract Required
Capex < RMB 50,000 per purchase	Delegated to the Executive Director	Contract Not Required
Capex > RMB 50,000 per purchase	UFCH Founder & Deputy Chair Board approvals are required	Contract Required
Expense Reports	UFCH Staff Expense reports need Executive Director to approve; UFCH Executive Director needs UFCH Founder & Deputy Chair Board to approve	N/A

批准类型	执行总监	基金会发起人, 副理事长	和睦家医疗法律团队
业务审批	需要	需要	不适用
法律审批	需要	不适用	有合同编号的文件
执行签名	需要	需要	不适用
盖章审批	需要	需要	不适用

注释: 盖章申请需要遵循 UFCH 的印章管理制度, 填写印章使用申请表, 并获取相应批准。

费用

关于费用审批级别的政策如下:

支出类型和级别	审批	合同要求
项目支出费用 < 10 万人民币/次	委托给执行总监	不需要
项目支出费用 > 10 万人民币/次	需要和睦家基金会创始人 & 副理事长的批准	需要
项目支出费用 < 50,000 人民币/次	委托给执行总监	不需要
项目支出费用 > 50,000 人民币/次	需要和睦家基金会创始人 & 副理事长的批准	需要
支出报告	和睦家基金会的员工开支报告需要经执行总监的批准; 执行总监需要经和睦家基金会创始人 & 副理事长的批准	不适用

In addition to the above approvals, Executive Director's "Ok to Pay" approval is required before any payment is made. This approval can be in written on the documents or via email. This is in addition to the segregation of duties built into the banking system – UFCH Accountant input payment details, UFCH Executive Director "approves" in bank system.

PAYROLL APPROVAL

Monthly the UFH Human Resources team prepares the UFCH payroll. A third party vendor (CIIC), processes payment to staff, social funds and tax. Approval of the monthly payroll requires two (2) approvals: 1) UFH Human Resources Director Assigned to handle UFCH affairs; and 2) UFCH Executive Director.

PARTNER AGREEMENTS

As the UFCH grows, UFCH will continually look for additional partners to grow the reach of UFCH and its programs. Partnership agreements that use the pre-approved Partnership Agreement are delegated to the UFCH Executive Director. This includes both execution signature and company stamp approval. All other non-template partner agreements need both the UFCH Executive Director and the UFCH Founder & Deputy Chair Board to approve.

VOLUNTEERS

As a charity, UFCH will often use volunteers to help complete its program and administrative work. Before volunteers begin to work for UFCH, they must complete the following documents:

- UFCH Volunteer Agreement
- UFCH Volunteer Designated Bank Account Form
- UFCH Volunteer Stipend Form

Volunteer agreements entered into that use pre-approved UFCH Volunteer Agreement are delegated to the UFCH Executive Director. This includes both execution signature and company stamp approval. All other non-template volunteer agreements need both the UFCH Executive Director and UFCH Founder & Deputy Chair Board to approve.

UFCH STAMP APPROVAL

For items not mentioned above that need company stamp, both the UFCH Executive Director and UFCH Founder & Deputy Chair Board's approvals are needed.

REFERENCES

- UFCH Volunteer Agreement Template
- UFCH Partnership Agreement Template
- UFCH Donation Agreement Template
- UFCH Volunteer Designated Bank Account Form
- UFCH Volunteer Policy

RELATED FORMS

- UFCH Company Stamp Use Application Form

END OF POLICY

除上述批准外，在支付任何款项之前，还需要执行总监的批准。批准可通过邮件请示。这项工作的流程需要保存到银行系统内，基金会会计将参考实际情况录入付款细节，基金会执行理事会在银行系统中正式进行 "批准"。

薪资审批

和睦家医疗人力资源部门每月准备基金会团队工资单。薪酬将由第三方供应商（中智）负责支付，其包含员工的工资、社会保险及相关税收问题。每月的工资单需两份批准：1) 负责和睦家基金会人事事务的和睦家人力资源部主任批准；2) 基金会执行理事批准。

合作伙伴协议

随着基金会的不断发展，基金会将不断寻找更多的合作伙伴，以扩大基金会及其公益项目的影响力。若使用预先批准的合作协议模板，在执行签名和公司印章批准时，仅需要基金会执行总监批准。所有其他非正式模板的合作伙伴协议都需经过基金会执行总监和基金会创始人和副理事长的批准。

志愿者

作为一个慈善机构，基金会将通过志愿者来帮助完成项目具体落实和行政工作。志愿者加入前务必完成以下文件的签署工作：

- UFCH 志愿者协议
- UFCH 志愿者指定银行账户表
- UFCH 志愿者津贴表

若使用预先批准的志愿者协议模板，在执行签名和使用公司盖章时，仅需要基金会执行总监的批准。所有其他非模板的志愿者协议都需要由基金会执行总监和基金会创始人 & 副理事长共同批准。

盖章申请

对于上述未提及的需要盖章的项目，需要基金会执行总监和创始人及副理事长批准。

参考资料

- UFCH 志愿者协议模板
- UFCH 合作协议模板
- UFCH 捐赠协议书模板
- UFCH 志愿者指定银行账户表
- UFCH 志愿者政策

相关表格

- UFCH 公章使用申请表

结束