

**ACFID's Code of Conduct e-bulletin** provides updates on changes to the Code, its Guidance Document and the current work of the Code of Conduct Committee. As only one bulletin is sent to each signatory agency, please ensure that it is circulated internally and that staff members are aware of any information relevant to them.

## Code Review

- **The review of the content of the Code has commenced and will be conducted over the period April to August 2009**
- **The [Terms of Reference](#) for the Review have been finalised**
- **Consultation activities with Code Signatories include face-to-face meetings in:**
  - **Canberra on 6 May 09,**
  - **Melbourne on 13 May 09, and**
  - **Sydney on 20 May 09**
- **The latest information on the review of the content of the Code is on the [Code webpage](#)**

### Have Your Say

**Have your say on the review by contacting Greg Molyneux at [gmolyneux@acfid.asn.au](mailto:gmolyneux@acfid.asn.au)**

### Control & Security of Funds

The Code's new guidance information on the Control & Security of Funds (including a proposed new Clause 2.8) will be finalised by the end of Apr 09 for presentation to the Code of Conduct Committee on 21 May 09.

The draft documentation is attached.

Signatories that wish to have an input into the finalisation of this important guidance information are asked to provide that input to the Code Manager as soon as possible and by COB Thu 30 Apr 09.

### Revised Financial Reporting Requirements for all Code Signatories

The consultation process for the Code's "revised financial reporting requirements" project is well underway with responses from targeted stakeholders due to reach the Code Management Team by 5 May 09.

The draft documentation is attached.

Any Signatory that wishes to have an input into this important project is asked to provide that input to the Code Management Team by 5 May 09.

If you would like to provide feedback to the Code of Conduct Management Team or submit information for inclusion in the ACFID Code e-bulletin please forward it to [code@acfid.asn.au](mailto:code@acfid.asn.au).  
Access previous issues of the ACFID Code e-bulletin at [www.acfid.asn.au](http://www.acfid.asn.au)

## Compliance Working Group Outcomes

The Compliance Working Group met on 2<sup>nd</sup> April 2009 to assess agencies' annual reports. The Code Management Team is currently responding to Signatories on the outcome of their assessments.

One common issue encountered during the assessment process was that a number of submissions did not include an appropriate audit report on the Code of Conduct Summary Financial Report included in the annual report. The Code Management Team would like to remind all Signatories of the requirements of Section 5.3 of the Code of Conduct, which states that both the Full Financial Report AND the Code of Conduct Summary Financial Report must be audited. It has been noted that most agencies do provide an audit report on their full financial statements, however this audit report often does not refer to the summary financial report. The audit report MUST specifically refer to the summary financial report in order to provide assurance that it has, in fact, been audited. It is important to discuss the requirements of Section 5.3 with your auditors at the commencement of the audit engagement, so that they are aware of exactly which information they are required to give an audit opinion on. The Code Management Team recommends that either two separate audit reports be obtained, one referring to the full financial statements, and the other to the summary financial report, OR one audit report be obtained that specifically refers to both sets of information.

## Annual and Financial Reporting Compliance Submissions – 31 Dec 08

If your organisation has a 31 December 2008 financial year-end please remember to submit your 2008 Annual and Financial Report to the Code Management Team by 31 May 2009. All submissions must be accompanied by an Annual Report Lodgment Form, available on the ACFID Code of Conduct web page, or by contacting the Code Management Team.

## Do you have the latest version of the Guidance Document?

**What is the Guidance Document?** A tool to help Signatories interpret and apply the principles of the Code.

**How can it help you?** The Guidance Document provides practical ways that Signatories can implement the Code in their guidelines, policies and practices.

**Is the Guidance Document relevant?** The Guidance Document is regularly revised to reflect the evolving standards of the international aid and development sector.

**Where do I access the Guidance Document?** Download the latest version of the Guidance Document from the [Code web page](#), or by contacting the Code Management Team.

**Do you have a question about the Guidance Document?** Code Management Team members are expert in the Guidance Document, and welcome all your questions. Please call us on 02 6281 9222 or email [code@acfid.asn.au](mailto:code@acfid.asn.au).

The December 2008 version of the Guidance Document is available online at:  
<http://www.acfid.asn.au/code-of-conduct>

## ACFID Training Program

### Upcoming training

- **Monitoring & Evaluation**

For more information on this training, please contact Renata Zanetti on 02 6281 9229.

- Wed 29 & Thu 30 Apr (Sydney)
- Tue 5 & Wed 6 May (Melbourne)



## ACFID Training Program continued

- **Measuring Impact (for Senior Practitioners)**

- For more information on this training, please contact Renata Zanetti on 02 6281 9229.
  - o Thu 14 May (Melbourne)

For registration details and more information see: <http://www.acfid.asn.au/training/acfid-training>

## Next Code of Conduct Committee Meeting

The next Code of Conduct Committee meeting is scheduled for Thu 21 May 09.

## Promote your status as a Code Signatory

### 3 ways other Signatories have advertised their Signatory status:

- A web page dedicated to the ACFID Code of Conduct
- A paragraph on a 'Partners' web page
- Displaying the Code Logo on all organisational stationery. For example, fundraising material, newsletters, email bulletins, letterheads, and in annual reports.



### ACFID Code of Conduct Logo: *guidance for use by Signatories*

This document provides examples of how information about the logo can be personalised for use by Code Signatories and ACFID members.

To get a copy of this document, or for any advice about the use of the logo, please contact the Code Management Team.

## Code of Conduct Management Team

The Code of Conduct Management Team has two principal roles:

- (1) to assist the Code of Conduct Committee in all aspects of its work; and
- (2) to assist Signatories to meet their compliance obligations.

If you need to clarify any issues of concern, would like to provide feedback on issues relating to the Code, or to access Code resources, please feel welcome to contact the Code Management Team.

Code Manager 02 6281 9220 Greg Molyneux

Program Administrator 02 6281 9222 Helen Vogt

Compliance Officer 02 6281 9234 Alicia Toohey

Further details at: <http://www.acfid.asn.au/code-of-conduct/contact-the-code-management-team>

**Greg Molyneux**  
**Code of Conduct Manager**