

Matrix of financial responsibility

Costs / contracts	Max limit (BAM)	Responsible person	
		Position held	Name and surname
Expenses covered from the projects' budget			
Administrative costs (office supplies, office furniture, vehicle maintenance , utilities etc)	up to 15000 per single transaction	Executive Director	Aleksandar Bundalo
Administrative costs (office supplies, office furniture, vehicle maintenance , utilities etc)	up to 8000 per single transaction	Executive Director Deputy	Adem Lisičić
Administrative costs (office supplies, office furniture, vehicle maintenance , utilities etc)	up to 5000 per single transaction	Financial Director	Duško Cvjetinović
Administrative costs (office supplies, office furniture, vehicle maintenance , utilities etc)	up to 3000 per single transaction	Project manager/ coordinator	Vanja Sudar
Administrative costs (office supplies, office furniture, vehicle maintenance , utilities etc)	up to 2000 per single transaction	Project manager/ coordinator	All appointed staff members

Matrix of financial responsibility

Costs / contracts	Max limit (BAM)	Responsible person	
		Position held	Name and surname
Expenses covered from the projects' budget			
Programs' costs	up to 25000 per single transaction	Executive Director	Aleksandar Bundalo
Programs' costs	up to 10000 per single transaction	Executive Director Deputy	Adem Lisičić
Programs' costs	up to 10000 per single transaction	Financial Director	Duško Cvjetinović
Programs' costs	up to 6000 per single transaction	Project manager/ coordinator	Vanja Sudar
Programs' costs	up to 6000 per single transaction	Project manager/ coordinator	All appointed staff members

Matrix of financial responsibility

Costs / contracts	Max limit (BAM)	Responsible person	
		Position held	Name and surname
Expenses that are not covered from the projects' budget			
Administrative costs	up to 25000 per single transaction	Executive Director	Aleksandar Bundalo
Administrative costs	up to 10000 per single transaction	Executive Director Deputy	Adem Lisičić
Administrative costs	up to 10000 per single transaction	Financial Director	Duško Cvjetinović
Employment contracts, employee expensess			
Employment contracts	All costs	Executive Director	Aleksandar Bundalo
Costs of wages, taxes, contributions and benefits	All costs	Executive Director	Aleksandar Bundalo
Contracts with donors and partners			
Contracts with donors and partners	All costs	Executive Director	Aleksandar Bundalo
Contracts with donors and partners	All costs	Executive Director Deputy	Adem Lisičić
Contracts with donors and partners	All costs	Financial Director	Duško Cvjetinović

Matrix of financial responsibility

Costs / contracts	Max limit (BAM)	Responsible person	
		Position held	Name and surname
Contracts on the performance of works, procurement of goods, procurement of services, awarding of grants			
Contracts on the performance of works, procurement of goods, procurement of services, awarding of grants	up to 100000 per contract	Executive Director	Aleksandar Bundalo
Contracts on the performance of works, procurement of goods, procurement of services, awarding of grants	up to 25000 per contract	Executive Director Deputy	Adem Lisičić
Contracts on the performance of works, procurement of goods, procurement of services, awarding of grants	up to 25000 per contract	Financial Director	Duško Cvjetinović
Contracts on the performance of works, procurement of goods, procurement of services, awarding of grants	up to 25000 per contract	Project manager/ coordinator	Vanja Sudar
Contracts on the performance of works, procurement of goods, procurement of services, awarding of grants	up to 15000 per contract	Project manager/ coordinator	All appointed staff members
Financial overview and control			
Expenses	All costs	Financial Director	Duško Cvjetinović*
Employment contracts	All costs	Financial Director	Duško Cvjetinović*
Subcontracts	All costs	Financial Director	Duško Cvjetinović*
Procurement contracts and orders	All costs	Financial Director	Duško Cvjetinović*