

WOMEN'S EMPOWERMENT GROUP (WEG)

Annual Management Report

For the Year Ended 2022-2023

1. Executive Summary

The year under review focused on strengthening governance, completing hospital infrastructure, improving operational efficiency, implementing financial controls, and expanding healthcare services. Management remained committed to ensuring transparency, accountability, and sustainable growth while maintaining compliance with statutory and donor requirements.

2. Governance

During the year,

- Board of Trustees meetings were held regularly.
- Management presented quarterly operational updates.
- Board resolutions were implemented.
- Internal policies and SOPs were reviewed.
- Governance framework remained effective.

3. Operational Performance

Major operational achievements included:

Hospital Operations

- Improvement in OPD services
- Radiology and Mammography services strengthened
- Pharmacy operations improved
- Laboratory services expanded
- Surgical services supported
- Patient registration system improved

Administration

- Office administration strengthened
- Procurement procedures reviewed
- Vendor management improved
- Inventory monitoring implemented
- Asset register updated
- Record management enhanced

Human Resources

- Recruitment completed for key positions
- Staff attendance monitoring improved
- Employee evaluations conducted
- Training sessions arranged
- HR documentation updated

4. Construction & Infrastructure

Major work completed during the year included:

- Building repair and maintenance
- Electrical system improvements
- HVAC maintenance
- Medical gas system improvements
- Fire safety inspection
- CCTV upgrades
- IT infrastructure enhancement
- Painting and finishing work
- Sewerage maintenance
- Door and flooring repairs

5. Information Technology

Key achievements:

- Server maintenance completed
- Data backup system strengthened
- Network infrastructure improved
- HMIS enhancements
- SAP support activities
- Domain Controller maintenance
- API integrations reviewed
- Website improvements
- Email security strengthened

6. Finance & Internal Controls

Management focused on strengthening financial governance through:

- Budget monitoring
- Monthly financial reporting
- Payables ageing review
- Cash flow monitoring
- Bank reconciliations
- Internal audit support
- Fixed asset verification
- Tax compliance
- Zakat compliance
- Procurement approvals
- Segregation of duties

7. Marketing & Communications

Achievements included:

- Breast cancer awareness campaigns
- Digital marketing strategy
- Website improvements
- SEO implementation
- Social media engagement
- Community awareness programs
- Donor communication
- Corporate partnership development
- Podcast and video awareness campaigns

8. Fundraising

Management undertook initiatives to strengthen fundraising through:

- Corporate donor engagement
- Individual donor outreach
- Partnership meetings
- Fundraising dinners
- CSR collaborations
- Grant proposal support

9. Risk Management

The organization continued monitoring key risks including:

- Financial risks
- Operational risks
- Compliance risks
- IT security
- Data protection
- Procurement risks
- Human resource risks

Mitigation measures were implemented through regular monitoring and management reviews.

10. Compliance

Management confirms compliance with:

- Board policies
- Internal SOPs
- Labour regulations
- Tax regulations
- Audit requirements
- Donor reporting requirements
- Financial reporting standards

11. Challenges

During the year, management faced:

- Inflationary pressures
- Rising operational costs
- Recruitment challenges
- Technology upgrades
- Resource constraints
- Project implementation timelines

Appropriate mitigation measures were taken to minimise operational impact.

12. Priorities for Next Year

Management plans to focus on:

- Hospital service expansion
- Digital transformation
- Financial sustainability
- Fundraising growth
- Staff development

- Process automation
- Quality improvement
- Internal control enhancement
- Infrastructure maintenance
- Community outreach

13. Management Responsibility Statement

Management is responsible for preparing this Annual Management Report and confirms that, to the best of its knowledge, the information presented fairly reflects the organization's operations, governance, financial management, and strategic activities during the reporting period.

Prepared By