

**NETWORK MOVEMENT FOR DEMOCRACY AND  
HUMAN RIGHTS (NMDHR)**



***FINANCIAL/ACCOUNTING POLICIES  
2023-2026***

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# 1. Introduction

## 1.1 Objective of the finance manual

The objective of this manual is to set out the financial management, accounting and procedures applicable to NMDHR while allowing amendments to take account of office requirements.

The manual shall facilitate the establishment of an effective and efficient internal controls framework necessary for ensuring application of effective and efficient internal controls, as well as reliable financial management and reporting.

Specifically, this manual will guide NMDHR staff to:

- Provide accurate, complete, reliable, and timely financial information to stakeholders to facilitate informed and timely decision-making.
- Ensure effective control and efficient utilization of funds.
- Ensure preparation and effective implementation of budgets that support the objectives of NMDHR.
- Ensure consistency in recording and classification of accounting transactions.
- Ensure timely preparation and submission of periodical financial management reports and annual reports for audit purposes.
- Maintain adequate and reliable accounting records.

The manual details internal controls designed to provide reasonable assurance regarding reliable financial reporting, effective and efficient operations,

## 1.2 Use of this manual

This manual is primarily intended for the use of finance staff in NMDHR and as a reference manual by all staff. This manual should be modified to take account of any local requirements and changes required submitted to HQ for approval. (See section 18)

## 1.3 Manual administration

NMDHR Finance Manager is responsible for the general administration of the Manual. Should the need for clarification or interpretation arise on matters not specifically provided for in the Manual, the Technical Board of Advisors will exercise the administrative responsibility of providing for such interpretation.

This manual and guidelines are for internal use only and are confidential. This manual should not be copied or circulated to any outside party without written consent and approval from the Head of Finance.

## PART ONE – FINANCIAL/ ACCOUNTING POLICIES

### 2. Basis of Accounting

NMDHR's accounts are prepared under the historical cost convention and with reference to the recommendations of the revised Statement of Recommended Practice (SORP) Accounting.

The financial statements are based on the following concepts:

**Consistency:** Accounting policies shall be applied consistently for all transaction during an accounting period and subsequent periods.

**Accounting for Income & Expenditure:** Income is accounted for on a cash receipts basis and recorded in QuickBook through the posting of general ledger journals to credit the appropriate income account and debit the appropriate bank account. Expenditure is recorded based on the accruals concept whereby expenditure is recorded in the financial year in which the expenses was incurred. Project expenditure is deemed to be incurred on approval of the project. Partner Grants approved but not disbursed at the balance sheet date are carried forward as partner creditors in the balance sheet. Fixed Assets as defined in chapter 3.3.1 are accounted for as expenditure in the year of purchase. Fixed Assets are not capitalised but should be recorded on a fixed asset register.

**Fund Accounting:** All income and expenditure transactions are allocated to a specific fund and unspent fund balances are carried forward at the end of the financial year.

**Prudence:** Prudence demands a degree of caution while exercising the judgments needed when making the estimates required under conditions of uncertainty.

Any departures from the fundamental accounting concepts will be disclosed in the annual financial statements.

### 3. General Policies

As a matter of policy, (NMDHR) Accounts shall be audited at least once every year by a reputable national and or internationally recognized Auditing Firm (to be appointed by NMDHR management) and the report shared with all stakeholders and users of the information for decision making process. Audit requests by specific donors for specific funding shall be separately arranged with the auditors.

#### 3.1 Accounting Convention

The preparation of financial statements shall be done under the **historical cost convention**.

##### 3.1.1 Fixed Assets

All Fixed Assets purchased from donor funds shall be **written off in the year of purchase**.

##### 3.1.2 Foreign Currencies

All transaction in foreign currencies shall be recorded in Leones at the rate ruling at the transaction date.



### 3.1.3 Income

Grants /Funding received from overseas and local donors shall be accounted for on **receipt basis**.

### 3.1.4 Expenses

All expenses shall be accounted for on accrual **basis**.

### 3.1.5 Taxation

NMDHR as a non-profit making Human Rights Development organization registered with the Ministry of Gender and Children Affairs, Cooperate Affairs as nonprofit charity, and the Ministry of Planning and Economic Development (MoDEP) as non-governmental organization is on gorging **exempt from income tax**.

## 3.2 Cash Book, Cash/ Bank Reconciliations

- A. Manual and Computerized Cash Book shall be maintained concurrently. The Cashbooks shall reflect the following:
- i) Must show daily transactions from cash and from the Bank (s) accounts.
  - ii) All items in the cashbook must be **recorded chronologically** and reference made to **the relevant supporting document (s)** and/or payment of receipt voucher number (s).
- B. The following details must be indicated on the Payment Voucher and recorded in the Cashbook where applicable:
- Date of Voucher
  - Payment Voucher Number
  - Cheque Number
  - Payee's name and brief description of payment
  - Amount in words and figures
  - Account codes (s)
  - Classification of payment by funding agency

The Finance section shall close its services to staff and the public at 4 O'clock on each working day (i.e. Monday to Friday) and thereafter engage in the posting of vouchers and the processing of all other accounting documentation to put the day's work in perfect order.

- **Two separate individuals** in the Finance Team shall **post daily** manual and computerized cashbooks and **agree balance** before close of business.
- The Finance Manager & Finance Officer shall be responsible for the posting of the computerized cashbook; whiles the Finance Officer shall be responsible for posting the manual cashbook.

- The Finance Officer shall raise all payment and receipt vouchers to be posted in the cashbook.
- At the end of every day's postings, the balances of the two cashbooks must be compared and agreed.
- At the end of each Month, the following checks/ reconciliation should be performed:
  - a) **Cash Count-** Physical Cash plus outstanding floats must always agree with cashbook balance. In fact, since our float policy is that all floats issued must be put to rest before or by the end of the month in which it was issued, then it stands to reason that (with a few exceptions) the **physical cash balance should always agree with the cashbook balance.**
    - The following personnel – The Programs Director shall **conduct a cash count-** exercise on the last working day of each month, at close of business, or on the 1<sup>st</sup> working day of the preceding month before the commencement of business.
    - The result of the cash count shall be entered on the special cash count form and shared with members of management. A special cash count file shall be created in which cash count results shall be filed.
    - There shall be at least one **snap check** (check without notice) on cash balance within every quarter.
  - b) **Bank Reconciliation** – The reconciliation amounts should match with bank statement and the accounts.

This must be done for all banks accounts.

All bank **reconciliation** must be prepared and signed by the Finance Officer, checked and agreed by the Finance Manager and Programs Director, and authorized/approved by the Executive Director and or the Programs Director.

c) **Monthly Income & Expenditure/ Quarterly Budget VS. Expenditure Reports –**

The Finance and Administration Manager and Programs Director shall produce the Organization's monthly expenditure reports by simply sorting the computerized cashbook by accounts code and writing up a summary of income and expenditure report. This should be forwarded to the Executive Director with copies to the Programs Director and the Finance Officer. **This should be done for each donor cashbook (when necessary) and the consolidated cashbook.**

A quarterly **analysis or variance i.e. a tabular presentation of expenditure against budgeted amounts and establishing their variances.** Attempt should be made to give reasonable explanation to any variance, which is significant for management attention and information.

- On the 10<sup>th</sup> of every month, monthly financial report should be submitted to the Executive Director by the Finance Manager for the previous month.



- Quarterly Budget should be submitted to the Executive Director two weeks before the new quarter by the Finance Manager.
- Budget analysis report should submit a week after the end of every quarter to the Executive Director by the Finance Manager.

### 3.2.1 Scrutiny / Checking of Vouchers

All vouchers (payments & receipts) for each month must be sorted chronologically by the Finance Officer according to the sequence in which each transaction is posted in the cashbook and submitted along with the outstanding flat schedule and a schedule of all income received for the month under review, to Finance Manager and Programs Director for scrutiny and checking.

The checking process will be aimed at ensuring the following:

- That each voucher posted into the cashbook is duly approved & authorized by Management, at the appropriate level. **(NMDHR) management will establish defined levels of expenditure approval/ authorization.**
- That the correct account code has been applied and hence the transaction charged to the correct cost center.
- That the voucher has all relevant supporting documentation to substantiate the expenditure.
- That all receipts attached to expenditure voucher (s) are **stamped paid – and payment date indicated- with the special paid stamp** held by the Finance Officer.
- That the amount recorded under the receipt column of the cashbooks agrees with the total income received for the month in question.

### 3.3 Accruals & Prepayment Record File

An accruals and prepayments record file should be established.

- The Finance Officer should record all prepayments and accruals in the record file as follows: **Date, Description &Amount.**
- The record book should be presented to the Finance Manager and Programs Director for verification periodically.

**At the end of the year, when the annual account is prepared, journal adjustments would be made using the accruals & prepayment record file.**

#### 3.3.1 Fixed Assets Register / Inventory List

NMDHR shall always maintain a fixed assets register. Items to be included in the fixed assets register shall include the following: **VEHICLES** – motor vehicles; motorbikes; bicycles etc. **EQUIPMENT**- radio communication equipment; computers; generators; photocopy machines; electric water kettle; **Fixtures** such as Air conditioners and household items such as refrigerator, etc and all other assets of similar nature that have a **useful life** of over one year.

All other assets such as: calculator, staple machine, paper punch, staple pin remover, diskette filing tray, cutleries, and other household utensils, not classified as fixed assets, as a matter of policy, shall be recorded on an **inventory register**, which, like the fixed assets register, shall be location specific.



The Finance Officer shall have the responsibility of ensuring that the fixed assets register is updated periodically and that it reflects the reality in terms of assets owned by NMDHR.

The following procedures shall be considered when updating the fixed assets register:

- Upon receipt of the support documentation for a newly acquired fixed asset, the Finance Officer should immediately enter the relevant details in the register before posting the voucher into the cashbook.
- All fixed assets purchased by NMDHR must first be examined and certified by the Finance Manager and Programs Director before entry to the store ledger and subsequent distribution to end user (s).

## **4. Finance Control.**

### **4.1 Cheque Payment:**

Any money that is two thousand Leone (2,000) New leones and above should be cheque payment not cash payment unless for transports and per diem refunds to participants during training.

### **4.2 Cash Payment:**

All cash payment should not be more than two thousand leones (NLE 2,000) New leones unless for utility bills or training allowance and transport refunds to participants after training.

### **4.3 Petty Cash:**

Petty cash should not be more than five thousand Leone (NLE 5,000) new Leone in the office safe unless there is an activity needed to be finance during the period.

### **4.4 Control for Petty Cash:**

The Finance and Admin officer is the controller and manager of petty cash. The Programs Director or Head of Finance has right to do sport check at any given time he or she wishes to do so and the monitor of cash control.

### **4.5 Safe:**

NMDHR should have a safe in the office and should be control by the Program Director or Executive Director.

### **4.6 Safe Control:**

NMDHR should have a maximum of five thousand Leone (NLE 5,000) new Leone in the office safe.

### **4.7 Office Safe:**

NMDHR should have the Program Director as the controller of the safe and in the absents of the Program Director the Executive Director can take control.

### **4.8 Petty Cash Box:**

NMDHR should have a petty cash box in the office.



#### 4.9 Cheque Book:

The check book is control and manage by the Finance or Administrative Manager which is supposed to be kept in the petty cash box.

## 5. Payroll Management

### 5.1 Scope

This section describes the system and procedures to be followed and documentation to be used in preparing NMDHR's monthly payroll.

Payroll transactions include making salary payments to staff as per the contract of employment allowing for deductions for income tax, social security, other deductions required by local laws and other deductions as agreed with the employee.

### 5.2 General Policies

- The Executive Director shall sign all employment contracts and engagement letters regarding employment.
- The Finance Manager shall maintain accurate, complete and up to date personnel records for all staff and ensure the same are secured and confidential at all times.
- The Finance Manager shall prepare the national staff payroll.
- There are two types of payroll deductions, statutory and non-statutory deductions. The statutory deductions are compulsory, whereas the non-statutory deductions (union, health insurance etc) require the agreement of the employee.
- All statutory deductions shall be remitted on time and in full to the relevant statutory authorities.
- Employees must approve in writing all non-statutory payroll deductions.
- Pay date falls on the 25<sup>th</sup> of the month or if the 25<sup>th</sup> falls on a weekend or a public holiday the previous working day.
- The total amount charged to the salary expenditure code should include the gross pay plus any employer contributions to social insurance or pension schemes.
- In case of donor funded programs, the Finance Manager should check whether the staff employed on the donor contracts need to fill out timesheets.

### 5.3 Additions to payroll

- Each employee shall be identified by a unique personnel number which shall not be reused even if the employee has left employment. The Finance and Administration Manager shall assign this unique number and open a file for all new employees.



- The new employee shall complete and sign personal details form as provided by Admin/HR. Where applicable, the employee shall provide documents to support these details.
- The Finance and Admin shall create the employee in the payroll sheet or system. The following details will be required for Finance for entry on the payroll sheet/system:
  - His/her full names as outlined in any identification documents.
  - Employee Address.
  - Bank account details (bank name, branch, account name and account number);
  - National Identification/Social Security Number.
  - Personnel Number.;
  - Any other information deemed necessary.

#### **5.4 National staff payroll preparation, approval and payment**

- The Finance and Admin shall compile and send all payroll amendments to the Executive Director by the 18<sup>th</sup> of each month. Changes received later than 18<sup>th</sup> of the month shall be processed in the following month.
- Following approval by the Executive Director the Finance and Admin will update the payroll package and run the payroll for that month.
- A Gross to Net report is produced by the Finance and Admin and submitted to the Executive Director for approval.
- The payroll shall be disbursed electronically to each employee's bank account via Electronic Funds Transfer (EFT). No employees should be paid in cash or cheque. If EFT facilities do not exist a cheque payment is possible.
- The approval of the EFT file should be in line with the bank mandate.
- Each employee will receive a payslip. The Finance and Admin will email the payslip if this facility is available through payroll. Employees may request a hard copy if required.

## 6. External Audits

The NMDHR annual audit shall be conducted by an independent and reputable audit firm. The audit will generally run from the third week in March to the first week in second week in May. These external auditors shall be appointed by the Management Committee.

External Audit reports and management letters arising from such audits should be submitted to the Executive Director within 14 days of finalisation by the Finance and Administration Manager.

### 6.1 General Policies

The objective of an external audit is to provide reasonable assurance that:

- The Financial Statements fairly presents the financial position of NMDHR and the results of the activities for the year then ended.
- The Financial Statements comply with statutory requirements and generally accepted accounting practice and free from material misstatements.
- The Financial Statements have been prepared using appropriate accounting bases and policies applied, consistently from year to year.
- Proper accounting records have been maintained; and
- The Financial Statements agree with the underlying accounting records.

The auditors shall upon finalisation of their audits provide a management letter detailing any areas of weakness noted during the audit and recommended action plan to remediate.

It is the responsibility of the Executive Director and Finance and Administration Manager to ensure that issues raised in the management letter are adequately followed up and addressed.

### 6.2 Audit Scope

The audit will cover a review of NMDHR's accounting systems and internal controls to the extent of forming an opinion as to whether financial statements present fairly, in all material respects, the financial position of NMDHR and that the results of its activities and its cash flows for the years then ended are in conformity with the generally accepted accounting principles. The scope shall not include the operations, systems, and controls of the beneficiaries of NMDHR grantees or recipients of NMDHR support.

The audit will cover a period of 12 months from start of the financial year on 1<sup>st</sup> January to end of the financial year on 31<sup>st</sup> December.

In the case of donor funded programmes, the scope of the audit should be limited to the said programme period and related expenses and may cover the operations, systems, and controls of NMDHR's grants.

### 6.3 Standard terms of reference for the External Audit

The auditor will be required to perform an audit of financial statements of NMDHR in accordance with the International Standards of Auditing and International Financial Reporting Standards.

For donor funded programmes, it is advised to check with donor if specific donor templates must be used.

The auditor will be required to perform a review of the compliance with the terms and conditions of grant agreements, memorandum of understanding and contracts between NMDHR and its funding partners or donors.

### 6.4 Audit Timetable

The Finance and Admin shall liaise with the external auditor in setting the audit timetable.

The audit will not commence until the third week of April.

The audited financial statements together with the auditor's report shall be ready not later than 4 months after the end of the financial period.

The audit timetable shall specify the dates for:

- Commencement of the audit.
- Draft audited financial statement and management letter available for comments from management.
- Final draft financial statements and management letter with management comments incorporated.

## 7. External Audits of Partners Organizations

NMDHR may engage an audit firm to undertake an audit of partner organisations. NMDHR may also fund part or all an audit fee for a partner through a grant. In this case we must agree with the partner that we receive a copy of the audit report and the management letter.

The document "setting out the terms of reference for a partner audit" sets out a brief description of the headings and content of terms of reference for partner audits. The aim is to provide general guidance.

It is important to bear in mind that many audits are unique, and each audit may require their own terms of reference.

If it is a question of a regular audit, the auditor will plan the audit in accordance with generally accepted auditing standards. However, NMDHR may agree with the partner that it should also commission an auditor to make a special examination based on NMDHR's request (special terms of reference). On the basis of this audit, the auditor can then submit a special auditor report.

## **PART TWO – FINANCIAL / ACCOUNTING PROCEDURES**

This document details the procedures to be followed for accounting for all income and expenditure within NMDHR.

### **8. Document**

All payments made must be supported by a fully approved Cash Disbursement Request Form and Payment Voucher and substantiated by the following documents:

- Suppliers Invoice
- Delivery Note
- Official Receipt

#### **8.1 Salaries and Benefits Payments**

All payment must be supported by a fully approved Payment Voucher and authorized Salary Payroll detailing the individuals to be paid. Salaries and benefits payments shall be made directly into Employees personal bank accounts.

#### **8.2 Petty Cash**

- All cash payments must be via and recorded in Petty Cashbook.
- An authorized Cash Disbursement Request Form giving a rough breakdown of the items on which the petty cash amount will be spent, and an approved Payment Voucher must accompany a request for reimbursement of the petty cash float.
- The Petty cash floats at any one time should not exceed Le 5,000 (five thousand Leones only) except where payment from the bank account is transferred into petty cash account and treated as float.
- Petty cash floats must be retired at all costs by or before the end of the month and they must be adequately and satisfactorily accounted for before they are reimbursed.  
There shall be at least one **snap check** (check without notice) on cash balance within every week.
- ***Individual claims must not exceed Le1, 000 (one thousand Leones only).***
- All requests for Petty Cash must be made on the Inter-Office Memorandum Form and approved in accordance with the established procedure. A Petty Cash Column will be maintained in the consolidated computerized cashbook. A separate manual petty cashbook shall also be maintained.

#### **8.3 Floats**

All requests for floats must be made on the Cash Disbursement Request Form with details of estimate attached. When approved, the float will be completed, authorized and cash paid.

#### 8.4 Out of Station Allowances (Per Diem)

All such allowances must be claimed on the Out of Stations Allowance form, which shall include cost of feeding and accommodation. The management shall publish the per diem rate from time to time or may be included in the Employees Terms and Conditions of Employment.

#### 8.5 Receipt of Income

All income received must be acknowledged by official ..... receipt.

## 9. Procedure for Payment

### 9.1 Disbursement Request

Expenditure for payment by cheque must be above NLe 2,000 (and that of physical cash below Le 1,999) and requested on a cash disbursement Request form to be substantiated by one of the following:

- Three pro-forma invoices for goods and services for expenditure exceeding NLe 5,000 (Five thousand Leones only);
- Fuel Payment Request.
- Utility bills (i.e. telephones, electricity, water);
- Invoice and delivery note/Debit note for goods and Services already provide etc.

#### Note Well

**Before any expenditure can be approved, it must be first of all ascertained that the expenditure is covered in the budget and that funds are available to meet this expenditure. It is the responsibility of the Finance Manager & Programs Director in consultation with the Finance Officer to ensure that this is the case before approving any cash disbursement request.**

### 9.2 Salaries & Benefits Voucher

The Payroll Voucher will be prepared by the Finance Officer, checked by the Finance Manager and Programs Manager and approved by the Executive Director and or the Programs Director and returned to the Finance Officer so that a Payment Voucher and cheque can be raised.

### 9.3 Out of Station Allowances

The out of Station allowances form will be prepared by the Officer concerned, Approved by Line Manager and authorized by the Finance Manager and Programs Director before being forwarded to the Finance Officer for a payment Voucher and cheque or Petty Cash Voucher to be raised and payment effected.

### 9.4 Salary Advances

The Executive Director or Programs Director will approve the Salary Advance application form before it is forwarded to the Finance Manager and Programs Director for checking and finally to the Finance Officer for Payment Voucher and cheque or Petty Cash Voucher to be raised to effect payment.

### 9.5 Payment Voucher and Cheque

The Finance Officer will complete a payment voucher and raise a cheque or pay cash account once any of the following correctly authorized documents are received:

- Cash Disbursement Request Form
- Salary Voucher/Payroll
- Float Request Form
- Out of Station Allowance Form
- Salary Advance Application Form

The Payment Voucher and all supporting documents must be forwarded to the appropriate authorities for signature and approval.

**Note:** Payment to other organizations/ institutions shall be by cheque except otherwise agreed by the management to pay by cash in view of the amount or other circumstances.

### 9.6 Release of Payment by Cheque

Once approved, the payment voucher, cheque and supporting documents will be returned to the Finance Officer and the cheque released for. The documents must be stamped “**Paid**” and the cheque number and date indicated.

### 9.7 Receipt of Payment by Cheque/Cash

All payments for goods must be substantiated on an official receipt and/or Delivery Note/ Debit Note.

### 9.8 Release of Payment by Cash

Once approved, the cash voucher and supporting documents will be returned to the Finance Officer and the cash released and signed for. The documents must be stamped “**Paid**” & the date of payment indicated.

## 10. Cash Monitoring and Reconciliation

### 10.1 Monitoring of Staff Salary Advance

Each month, before completing the payroll voucher, the Finance Manager and Programs Director will ensure that all outstanding salary advance payments are correctly deducted from the monthly salaries.

### 10.2 Monitoring of Outstanding Floats

At the end of each month, the Finance Manager and Programs Director in close consultation with the Finance Officer will be responsible for verifying that all Float Request Forms still outstanding are legitimate. Any Floats which have not been accounted for within five working days of the scheduled date of completion of the activity will be investigated and appropriate action taken to retire the float.



### 10.3 Reconciliation of Bank Accounts

At the end of each month, the cashbook will be totaled, and the receipts and payments reconciled to the bank accounts. Outstanding balances for each donor agency will be calculated and recorded in the Cashbook.

### 10.4 Reconciliation of Petty Cash

At the end of the month, the amount of petty cash outstanding will be reconciled to the petty column of the consolidated cashbook.

### 10.5 Reconciliation of Stock Line

The items in the Store will be reconciled to the balances as recorded in the Store ledger at the end of each month by a physical stock count exercise by the Finance Manager and Programs Director or the Executive Director /or his designee.

## 11. Monthly Reporting of Expenditure

### 11.1 Expenditure Report

A monthly expenditure report will be produced, analyzing all expenditure by account code. A breakdown allocating the items of this expenditure to the various funding agencies will also be provided. This breakdown by funding agency should be reconciled to that in the Cashbook.

### 11.2 Receipt of Income

Of equal importance is the correct recording of income. All income received of more than Le5,000 should be paid into the bank account immediately, and a receipt voucher completed. Income received of up to but not exceeding: Le5,000 should be credited into the Petty cash account.

## 12. Policy Review

NMDHR aim is this policy will be reviewed every three years or potentially sooner if in response to any applicable

Reviewed Date	31 <sup>st</sup> June 2023
Next Reviewed Date	31 <sup>st</sup> May 2026

If you have any questions or concerns, please just contact us via [habib@nmdhr.org](mailto:habib@nmdhr.org) or +23276410137, we will be more than happy to help.

## 13. Annexes

### 13.1 Inter- Office Memo (IOM)

- All requests (both financial and otherwise) must be made on the IOM.
- For financial request in particular, the details must include:
  - a. Purpose
  - b. Amount required with a detail budget enclosed.
  - c. Location of activity where necessary
- All requests must be addressed to the respective Line Managers for approval.

### 13.2 Cash Disbursement Request Form (CDRF)

**After approval of request, as specified on the IOM and cost of goods/services obtained, the CDRF must be completed indicating:**

Payment to Supplier or Individual (s) for services rendered.

The amount in words and figure.

**The form will then be fully completed with the other details required and approved/authorized by the appropriate personnel.**

### 13.3 Payment Voucher Form (PVF)

After the CDRF has been completed, the PV will now be prepared with all the details on the CDRF including:

- PV Number
- Accounts Code
- Address of Supplier or individual (s) for services rendered.

The PV must be approved/authorized by the appropriate personnel.

**It must be noted that items 1, 2, & 3 will represent one set of supporting documents for payment made.**

### 13.4 Float Form (FF) -2 Part Form

- Where budgets are prepared for activities, which include provision of estimated cost of goods/services, a float will be issued upon request and approval of such budgets.
- Part one of the FF will be prepared when the float is issued.
- Part two completed when the float is retired i.e. fully accounted for.
- If the float is adequately and satisfactorily accounted for all unspent cash must be returned and PV & CDRF prepared for the expended amount only.
- Similarly, all amounts spent in excess of the float and approved/ authorized by Line Management shall be refunded and the PV & CDRF prepared accordingly – this practice must be discouraged except in exceptional cases.

### 13.5 Receipt Voucher (RV)

The RV must be prepared only upon receipt of money via petty cash or bank accounts. Completion of the form is self-explanatory but must be prepared with a reference number (e.g. RV. No. 001)

### 13.6 Out Of Station Allowances (OSA)

- It is recommended that payment of OSA be included in the float request.
- Upon completion of the exercise, the OSA form must be prepared to account for the expenses incurred.
- The form, which is also self-explanatory, must include:
  1. Staff name & designation,
  2. Purpose of visit outside duty station.
  3. Number of nights spent and rate per night.
- All OSA must be approved or authorized by Line Management.

### 13.7 Staff Salaries Advance Form (SSAF)

- The SSAF must only be prepared upon written request from staff and approved or authorized by line management with a clear understanding that the entire advance will be deducted from the staff salary of the same month.
- Details for the request of SSAF must include:
  - a. Name of Staff
  - b. Designation
  - c. Amount required.

### 13.8 Store Ledger (SL)

- The SL must be maintained for all stationery of office items that is on stock.
- Upon receipt of item, the quantity received must be recorded under the 'quantity received' column of the SL, add the amount received to previous balance and establish the new total, which will be the new stock line balance and a store receipt voucher issued to the Deliverer.
- Similarly, when goods are issued from the previous balance and establish the new total, which will be the new stock line balance and a store issue voucher issued to the Recipient.
- Other details on the form must include:
  1. Date of receipt/issue of goods,
  2. Description and signature of deliverer or recipient of good.

#### Sign off:

Name: Abdul Karim Habib



Designation: Executive Director.

Name: Nancy Diana Sesay

A handwritten signature in black ink, appearing to read "Nancy Diana Sesay".

Designation: Board Chairperson