

Financial Manual And Its Compliance

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What is the Financial Manual?

- **It outlines financial policies, guidelines and procedures - the standards of integrity, accountability, transparency and stewardship within the organization**
- **...provide financial staff a guidebook for day-to-day financial & stewardship issues.**
- **...assist project & department managers to understand their financial management responsibilities, in addition to their operational duties**

What is the Financial Manual?

- **They guide staff on rules of proper management of Organization's assets, proper accounting treatment of accounting information, and proper recording of these transactions to the appropriate account titles and account codes.**
- **This document is a live document that should be amended and updated regularly to keep pace with changes and the current needs of organization**

2. Purpose of the Finance Manual

- **It aims to provide, in written form, the "appropriate financial structures" designed to uphold sound stewardship, accountability and transparency in the organization.**
- **It also help to provide better financial services to staff, staff would be eased in dealing with financial issues.**

2. Purpose of the Finance Manual

- **The MAIN objective of the Finance Manual is to provide the reasonable assurance to the management that the Organization's objective will be met with regards to:**
 - **Accuracy and Reliability of financial reporting**
 - **Effectiveness and Efficiency of Operation**
 - **Compliance with laws and regulations; and established policies.**

3. What should includes in the policies

- **Introduction to Financial Policies**
- **Internal Control Systems**
- **Planning & Budgeting**
- **Capital Expenditures**
- **Cash Disbursements & Vouchers**
- **GIK Gift in Kind**
- **Grant Guidelines**
- **Project Financial Accountability, Systems & Procedures**
- **Purchasing**
- **Travel**
- **Vouchers**
- **Monthly and Year End Matters**

4. Whose Duty to ensure the establishment of the policy and communication

- BOD and senior managers – Finance Staff
- Communication to all staff
- Finance Staff and the management need to make sure the full compliance

What is compliance

- Compliance is the **process of reviewing and evaluating** the compliance issues/concerns within the whole entity.
- **Examine or review critically and systematically** to **ensure** that day-to-day activities of the entity and its partners/subsidiaries **are operated in compliance** with rules and regulations of regulatory agencies and donors as well as the established internal policies etc.

THANK YOU!

- To understand the value of a minute, ask someone who has just missed their train, their bus or their plane.
- To understand the value of an hour, ask a young couple in love who are impatiently awaiting to see each other again.

