

**REGULATIONS/GUIDELINES FOR CCM ACCOUNTING & FINANCE POLICY-**  
**APRIL 2010**

- i. For the maintenance of archives and filing system of the organization, financial analysis of grants and resource mobilization, maintenance of books of account, procurements as well as payments and bank reconciliations.
- ii. The maintenance of all protocol procedures and full transparency in all aspects of finances and accounting transactions is essential.
- iii. Financial year end shall start April 1 and end Marc 31 of every year.
- iv. Transport compensation shall be in line with AA Rating.
- v. Procurement of services requires three proforma invoices; where applicable
- vi. The preparation of bank reconciliations monthly
- vii. Receipt or evidence of delivery must be attached for every transaction.
- viii. The writing out of cheques against an invoice/statement.
- ix. The reconciliation statement must be attached when submitted for approval
- x. The cut off date is the 10<sup>th</sup> of each month.
- xi. The cheques are submitted for approval by 15<sup>th</sup> of each month to the Executive Secretary.
- xii. The approved cheques are submitted for signing, under cover MEMO, to Chair or Vice Chair by 20<sup>th</sup> of each month.
- xiii. The signed cheques are submitted for 3<sup>rd</sup> signing to FSE-CC CEO by 25<sup>th</sup> of each month.
- xiv. Each cheque to have THREE signatures [1. Executive Secretary/ CEO, 2. Chairperson or Vice Chairperson and 3. FSE-CC [CEO or any of company's signatories].
- xv. The signed cheques are dispatched by 30<sup>th</sup> of each month.
- xvi. Reconciliations to be verified with the FSE-CC monthly or periodically as and when there is a need.
- xvii. Books of account for CCM shall be audited annually.