

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the specific procedures and protocols that must be followed when conducting financial transactions. It details the steps from initial request to final approval and recording.

3. Procedures

3.1. All financial transactions must be initiated through a formal request form. This form should be completed by the requesting department and submitted to the Finance Department for review.

3.2. The Finance Department will conduct a thorough review of the request, ensuring that all necessary documentation is provided and that the transaction complies with applicable laws and regulations.

3.3. Once approved, the Finance Department will process the transaction and issue the necessary payment or receipt.

3.4. All transactions must be recorded in the organization's financial system, and the relevant records must be maintained for a minimum of five years.

4. Reporting

4.1. The Finance Department will prepare a monthly financial statement, which will be reviewed and approved by the Board of Directors. This statement will provide a comprehensive overview of the organization's financial performance for the month.

4.2. In addition to the monthly statement, the Finance Department will also prepare quarterly and annual financial reports. These reports will provide a detailed analysis of the organization's financial position and performance over the specified period.

4.3. The Finance Department will also be responsible for monitoring the organization's compliance with applicable financial reporting standards and regulations. Any potential issues or non-compliance will be reported to the Board of Directors for resolution.

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