

VICTIM SUPPORT AND DEVELOPMENT FOUNDATION

# Financial Policy and Procedures

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A Company Setup under Section 42 of The Companies Ordinance, 1984.

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# Financial Policy and Procedures

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## 1. Financial Policy

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1. The Board of Directors is responsible for:
  - Safeguarding the assets of the charity
  - Preventing fraud
  - Avoiding mistakes
  - Keeping financial records in accordance with the governing document and relevant legislation (e.g. Companies Ordinance, 1984- State Bank of Pakistan).
  - Preparing Annual Accounts in accordance with the governing document and relevant legislation
2. To enable the Board of Directors to carry out these responsibilities, the Financial Procedures detailed below must be followed at all times by all Board of Directors members, staff and volunteers.
3. A copy of this policy and procedures will be given to all Board of Directors members on their appointment to the Board, and to all relevant staff and volunteers.
4. The policy and procedures will be reviewed annually by the Board of Directors and revised as necessary.

## 2. Financial Procedures

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## 3. Organisational Information

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- a) Our Financial Year runs from January to December
- b) Name of Bankers: Muslim Commercial Bank
- c) Name of Auditor/Independent Examiner: BEACON FINANCIALS Islamabad.

## 4. Bank Accounts

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- a) All bank accounts must be in the name of the organisation.
- b) No account may ever be opened in the name of an individual or individuals.
- c) New accounts may only be opened by a decision of the Board of Directors, which must be minuted.
- d) Changes to the bank mandate may only be made by a decision of the Board of Directors, which must be minuted.
- e) Two people should be involved in counting cash receipts.
- f) All cheques must be signed by two signatories.
- g) The signatories are responsible for examining the cheque for accuracy and completeness.
- h) All Internet Bank Transfers must be authorised by two signatories.
- i) The Manager Finance is responsible for ensuring accuracy and completeness prior to transmission.
- j) The signatories are responsible for examining the payment documentation (purchase invoice etc) prior to signing the cheque or authorising an Internet Transfer.
- k) Blank cheques must **never** be signed.

## 5. Signatories to the accounts

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i) Name: SOHAIL AHMAD

Role/Job Title: DIRECTOR

ii) Name: IRFAN RAZA

Role/Job Title: DIRECTOR

## 6. Annual Budget

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- a) An annual budget, setting out the organisation's financial plan for the year, will be prepared so that the Board of Directors can approve it before the start of each financial year.
- b) The draft budget will be prepared by the following three personnel:
  - Chief Executive
  - Manager Finance

## 7. Financial Reports

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- a) A financial report will be prepared for every Board of Directors meeting.
- b) The financial report will consist of:
  - Profit & Loss
  - Balance Sheet
- c) Each Financial Report will be circulated to all Board of Directors members and discussed at the following committee meeting.
- d) The reports will be prepared by the Manager Finance

## 8. Accounting and other financial records

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The organisation maintains a computerised accounting system which records:

- Cheques and cash received and banked
  - Cheque payments, Internet Banking Transfers and other amounts paid from the bank accounts
- a) Every transaction will be entered into the appropriate book and will include:
    - The date of the transaction
    - The name of the person money was received from or paid to and the full amount
    - A brief description of why the money was received or paid
    - An analysis of each amount under its relevant budget heading, where applicable
  - b) All documents relating to receipts and payments will be filed in the month they are input into the system
  - c) A regular backup copy will be taken, saved to CDROM and a copy transferred electronically to the Coordinator.

## 9. Authorisation and Payment

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- a) All purchase orders must be recorded in the Purchase Order book and allocated the next sequential Purchase Order Number.
- b) The Purchase Order Number must be given to the Supplier and quoted on their invoice.
- c) The Chief Executive (or Manager Finance in their absence) must approve the purchase of any item over Rs 20,000/-.
- d) No Board of Directors or staff member may authorise payment to themselves, their partner or relatives.

- e) Invoices (or other receipts) should be matched and checked against the Purchase Order book before payment is authorised. All goods received must be signed for, if unchecked they must be checked for completeness before payment.
- f) Before cheque or Internet payment is made, it must be authorised in writing.
- g) When the cheque is signed, the two signatories should also sign the Cheque Requisition Form.
- h) For Internet Bank Transfer the two signatories must sign the Authorisation form.
- i) Once payment has been made the invoice (or other receipt) should be marked "Paid", together with the cheque number and date.
- j) All payments must be entered in the computerised accounting system only after being authorised.

## **10. Payroll**

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- a) All employees (including sessional and part time employees) must be asked to complete the relevant PAYE form/s before they receive any payment.
- b) All staff changes and changes to terms and conditions of employment must be authorised and minuted by the Board of Directors.
- c) Payroll and all calculations will be made by Manager Finance

## **11. Insurance**

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- a) Appropriate Insurance policies will be maintained to cover:
  - Employer's Liability
  - Public Liability
  - Contents
- b) An inventory of all physical assets of the organisation will be kept and regularly updated.
- c) A copy will be kept off the premises at the address of the Manager Finance.