

DEVELOPING FINANCE POLICIES AND PROCEDURES

1. Introduction

- Case for financial policies and procedures
- Relevant legislation

2. Drafting, Finance Policies and Procedures Manual

- Defining the organization's financial policies
- Laying out detailed procedures
- Defining the necessary internal controls

3. Summary of Key Components

Overview of FPP Manual

- Purpose
- Compliance with policies and procedures
- Policy and business conduct
- Scope
- Compliance and enforcement

General Policies and Procedures

- Accrual Accounting
- Matching costs with revenues
- Reporting financial performance
- Internal control
- Planning and Budgeting
- Fraud

Daily Accounting Procedures

- Chart of accounts
- Account descriptions
- Acquisition of goods and services
- Accounts payables

- Issuing of cheques
- Management of Cash and Bank accounts
- Accounts receivables
- General Journals Entries
- Insurance Coverage
- Fixed Assets Management
- Inventory /Safeguarding of assets
- Payroll Management
- Travel Policy
- Investments

Month-End Accounts Procedures

- Month-End Floor Chart
- General ledger
- Trial balance
- Financial statements
- Bank reconciliation
- Balancing Tips

Year End Procedures

- Preparing for audit
- Year-end procedures checklist

4. Refining the Draft Policies and Procedures Manual

- Presentation
- Board approval

FEES

The course attracts a fee of **USD 1,200** inclusive of tuition, lunch, morning teas/coffee, certification,