

NETWORK AID AFRICA FINANCIAL POLICY AND PROCEDURE MANUAL 2026

Financial Accountability Is A Must



website: www.networkafrica.org email: contact@networkafrica.org or
nnetaid@gmail.com
Tel: +23275525100

Network AID Africa Financial Principles and Policy 2026

Table of Content

- 1. Introduction**
- 2. Cash Management**
 - Receipt
 - Disbursement
 - Management of Office Safe
 - Control of Cheque Books
 - Petty Cash Management
- 3. Management of Bank Accounts**
 - Opening and Closing of Bank Accounts
- 4. Payroll**
 - Monthly Payroll Processing
 - Salary/Allowance Deduction
- 5. Project Advances and Adjustment Procedures**
 - Advance for Travel, Project & Misc. Costs
 - Adjustment of Travel, Project & Misc. Costs
- 6. Financial Reports**
 - Categories of Financial Reports
 - Financial Report Responsibility
- 7. Documentation of Financial Reporting**
 - Vouchers
 - Bank and Cash Reconciliation
 - Monthly Income and Expenditure
 - Budget and Expenditure Summary
- 8. Financial Files**



1. Introduction

NETWORK AID AFRICA Financial Policy provides guidance and instructions to assist in managing accounting and budgeting issues that are unique to the systems, procedures and policies of this Organization.

Finance Policy is to be used as the principle formal document in guiding NETWORK AID AFRICA in its financial responsibility. The policy will be constantly reviewed with rectification and improvements made as required. Where gaps in policy are identified in the Finance Policy, the Chief Country Coordinator/Country Coordinator and Finance Coordinator should be contacted for guidance.

NETWORK AID AFRICA will its main office in any part the district with field offices. The Finance and Administration unit headed by the Chief Administrative Coordinator/Administrative Coordinator and Chief Finance Coordinator/Finance Coordinator has the function of ensuring an efficient logistics support to programs at all times. It also helps to protect NETWORK AID AFRICA internal control procedures and also act as a safeguard towards the misuse of the organization assets.

2. Cash Management

2.1 Receipt

NETWORK AID AFRICA's Employee/Volunteers:

Employee/volunteer liquidating an advance with unspent cash balance will have to submit their authorized liquidation documents and unspent cash balance to the Finance Coordinator (FC). The FC will issue a NETWORK AID AFRICA Official receipt to the employee/volunteer for the cash returned. The FC will hand over the white copy of the receipt to the employee/volunteer, attached the blue copy to the authorized document and process.

The FC will then deposit the amount received into NETWORK AID AFRICA bank account and attach a copy of the deposit slip to the rest of the documents. This will be reconciled with the bank records and discrepancies will be investigated and communicated to appropriate level of authority. Important documents for such transaction include Approved expense report, NETWORK AID AFRICA Official Receipt and deposit slip.

Receipt from Non-NETWORK AID AFRICA Entity:

The Finance Coordinator will update the debtors' ledger with invoices for amounts due to NETWORK AID AFRICA. The FC will open a file for the filling of all such documents. Upon receipt of the amount, the FC will issue a receipt to the paying party. The FC will hand over the white copy of the receipt to the paying party and the blue copy will be attached to the invoices for processing. The FC will deposit the amount into NETWORK AID AFRICA's local bank account and copy of the deposit slip also attached to the rest of the supporting documents. Important documents for such transaction include Invoice, NETWORK AID AFRICA Official receipt and deposit slip.

The Finance Coordinator will perform a monthly reconciliation of the finance records against the bank statement.

2.2 Disbursement

I. Cheque

Every request for the payment of goods or services received by NETWORK AID AFRICA must be supported by a voucher. All of the information supplied on the Payment Request must agree with each individual cheque: the payee's name, written in legible block letters on the cheque; the date; the cheque number and; the amount.



Also, the signatures or initials of the persons preparing, reviewing, approving and authorizing the Payment Request must be obtained. Further, the Payment Request must have a concise explanation of the goods or services provided. In all cases, each Transaction or Payment Request must be authorized by the Chief Country Coordinator/Country Coordinator/Program Quality Coordinator/Finance Coordinator or in their absence, the designate person. Once the payment has been made, the Payment Request should be stamped PAID, initial by the person disbursing the cheque and date. This information is then posted to the Cash Disbursement Journal. The Payment Request is the supporting document of the disbursement Journal.

All documents that are associated with the disbursement such as: Payment Request, Invoices, Pro-forma invoices, Bills, Goods Receipt Notes (GRN) etc. must be attached.

In most instances, cheques are used for payment to vendors. It is advised that Account Payee cheques are used and written in favor of a specific enterprise or business and not in favor of an individual claiming to be the owner of an enterprise or business.

It is recognized that in very rare instances, a cheque that has been given to a vendor or employee/volunteer may be lost. In such instances, and after every effort has been made to recover the lost cheque, the following procedures should be followed:

- a) Request a stop payment from NETWORK AID AFRICA Office bank and obtain a confirmation letter from the bank stating the bank has stopped payment on the lost cheque.

II. Cash

Taking into consideration the nature of some of the transaction undertaken by NETWORK AID AFRICA, some transactions are undertaken in cash. The Chief Country Coordinator/Country Coordinator/Program Quality Coordinator/Finance Coordinator will authorize the procurement of some items in cash basis. The same documentation and procedures for cheque disbursement will apply to cash disbursement.

a. Management of Office Safe

NETWORK AID AFRICA office needs a safe to place important documents, such as cheque books, emergency cash; important personal documents (passports, etc). The preferred type of safe should have both a combination lock and a regular key-lock. It should be very heavy or sunk in concrete. For now, NETWORK AID AFRICA maintains a special wooden box with lock that is securely locked in the Chief Country Coordinator/Country Coordinator's/Finance Coordinator office for the petty cash impress fund and other valuable documents. The office should assign one person, non-signatory to NETWORK AID AFRICA bank account, who will be responsible for the safe.

For proper segregation of responsibilities, the responsibility of keeping the safe should be passed to Administration (Office Assistant).

2.4 Control of Cheque Books:

Cheque books for all bank accounts should be kept in a safe under the custody of one particular individual. In the absence of a safe, this should be kept under lock and key and in the custody of a senior employee/volunteer member preferably a non-signatory of NETWORK AID AFRICA bank account.

As there can be multiple cheque books for each bank account, it is essential to maintain control of these cheque books. All receipt of cheque books and its utilization should be recorded in a control sheet. This is particularly helpful when signatories change their jobs.



2.5 Petty Cash Management

Purpose:

The purpose of the petty cash fund is to reimburse employee/volunteers for minor expenses incurred and to provide employee/volunteers with temporary petty cash advance in the course of conducting NETWORK AID AFRICA business. NETWORK AID AFRICA maintains just one petty cash fund in the main office and the district offices as well in local currency (Leone).

When an advance is issued from the petty cash fund, for the purpose of procuring minor items, this must be fully liquidated within 72 hours from the date the advance is issued. For travel advances, the advance holder should liquidate the advance in full within five working days after he/she returns back from the trip.

I. How to Set Up Petty Cash Fund

The petty cash fund establishment for NETWORK AID AFRICA is based on an analysis of need and recommendation from the Chief Country Coordinator/Country Coordinator, Programme Quality Coordinator and Finance Coordinator. The Finance Coordinator will review the request and recommend the amount considered to be appropriated for the office needs for approval by the Chief Country Coordinator/Country Coordinator or an assigned person in the absence of both Chief Country Coordinator/Country Coordinator and Programme Quality Coordinator.

A separate petty cash worksheet should be maintained for each petty cash account and integrated into the main cash book during the replenishment.

II. Petty Cash Fund Amount

The petty cash fund amount for the Main Office is based on analysis of actual use and should be analyzed every six months to ensure that the fund size is appropriate. The current petty cash for the main office shall be Nle 10,000.00 and 5,000.00 for the district and 40,000.00 international.

III. Petty Cash Fund Disbursement Limits

The custodian should accept and disburse from the funds all approved requests for reimbursement of expenses and request for an advance to procure an item(s) for NETWORK AID AFRICA business. The amount disbursed from the petty cash fund per transaction should be less than or equal to Nle 1,000.00 for national, Nle 500.00 for district, and 5,000.00 for international.

Travel advances and travel expenses reimbursements that fall within the petty cash limit can also be disbursed from the fund by the petty cashier.

IV. Petty Cash Disbursement Timing

The petty cash fund is opened from Monday to Friday within the hours of 08:30am to 3:30pm

The petty cash funds and supporting vouchers must be kept in the official petty cash box with secured locks under the custody of the petty cash custodian.

The petty cashier should keep the petty cash box in a secured place when S/he is away from the desk or out of the office. The petty cash custodian should deposit the petty cash box in the Chief Country



Coordinator/Country Coordinator's/Finance Coordinator Office at the close of each business day and collect it at 8.15am each working day.

V. Petty Cash Custodian

The petty cash custodian is the person who keeps the petty cash fund. S/he is responsible for day-to-day management of the fund. The responsibility of the petty cash custodian is not only limited to the disbursement of funds but also include the bookkeeping of the funds (updating of the cashbook). The petty cash custodian should not be someone working in finance, but rather should be someone working within Administration (e.g. the Office Assistant)

VI. Petty Cash Replenishment Process

Request for replenishment of petty cash funds should be submitted to the Chief Country Coordinator/Country Coordinator/Programme Quality Coordinator for approval with supporting documents along with the petty cash expenses summary sheet. The replenishment request should be reviewed by the Finance Coordinator for accuracy before the or Programme Quality Coordinator in the absence of Chief Country Coordinator/Country Coordinator.

To ensure that funds are always available in the petty cash funds, custodians of the funds are required to request for replenishment when no more than 75% of the fund has been exhausted. This allows time for the documents to be reviewed, the cheque prepared and signed.

VII. Specific Rules and Regulations on Petty Cash Management

Receiving Reimbursement:

For a request for replenishment to be processed the following criteria must be met:

1. The petty cash expenses submitted for reimbursement must have been incurred for NETWORK AID AFRICA business and fall within the current and regular transactions incurred by the office.
2. The accounting information on the petty cash voucher must be complete with regards to Budget and Account code if applicable and clear description of the transaction.
3. The petty cash disbursement vouchers are authorized by Chief Country Coordinator/Country Coordinator or designated officer.
4. The petty cash disbursement voucher has been signed by requestor acknowledging receipt of the amount requested.
5. For other petty cash payments such as procurement of minor office supplies, the official receipt obtained from the vendor is attached to the petty cash disbursement voucher.
6. Receipts attached to the petty cash disbursement voucher are originals NOT photocopies.
7. Where it is not possible to obtain an official receipt for petty cash expenses incurred, the employee/volunteer has provided an expenditure certification stating the nature of the transaction and the reasons not obtaining the official receipt and the certification has been approved by the Chief Country Coordinator/Country Coordinator or Programme Quality Coordinator.

VIII. Restrictions on Petty Cash Transactions

The following transactions and others similar in nature should not be processed through petty cash:



1. Cash paid to NETWORK AID AFRICA, as reimbursement of amount owed to NETWORK AID AFRICA should not be turned over to the petty cash fund as a replenishment. Rather it should be paid to the Finance Coordinator and an official receipt obtained.
2. Purchase of goods and services exceeding the petty cash disbursement limit of Le 3,000 for national, 1,200 for district, and 6,000 for international.
3. Advances for purchase of office supplies and similar items exceeding the petty cash disbursement limit.
4. A petty cash custodian in addition to the main cash book maintained by the Finance Coordinator should maintain a petty cash book for each petty cash fund in his or her custody.

IX. Auditing and Reporting

1. The Chief Country Coordinator/Country Coordinator, Programme Quality Coordinator or the Finance Coordinator should conduct a periodic surprise petty cash count and reconciliation.
2. Discrepancies discovered during the petty cash count and reconciliation must be communicated to the relevant authorities for investigation and appropriate recommendation made.
3. All petty cash count and reconciliation reports must be signed and dated by the petty cash custodian and the person conducting the count and result documented and put on file.
4. The Chief Country/Country Coordinator/Programme Quality Coordinator reserves the right to organize unannounced petty cash count and reconciliation.

3. Management of Bank Account

The Chief Country Coordinator/Country Coordinator is to open and maintain bank accounts for the efficient operation of Office. NETWORK AID AFRICA will maintain a minimum of one foreign currency account and one local currency account in Freetown. However, additional accounts may be opened in Freetown to facilitate the Office operation. Additional bank accounts may also be required by donors as per the funding contract.

3.1 Opening A Bank Account

The opening of every bank account requires authorization by management. All bank accounts should be established in the name of NETWORK AID AFRICA, followed by the name of country. An International or off-shore account can be open in the name of NETWORK AID AFRICA. Only NETWORK AID AFRICA employee/volunteers are permitted to be signatories on the bank accounts. Country Coordinator is to send a signed request to the Chief Country Coordinator for each new bank account using the standard procedures recommended by the bank. All correspondences between the bank and NETWORK AID AFRICA should be channeled through the Chief Country Coordinator/Country Coordinator. If an authorized signatory is transferred or separated from the organization, it is necessary to revoke immediately the cheque signing privileges of the departing employee/volunteer. The Chief Country Coordinator/Country Coordinator will notify the Bank Manager of the name of the signatory and request that the concern employee/volunteer cheque signing authority revoked as of a specific date.

When a replacement who will be a bank account signatory joins NETWORK AID AFRICA Office, a Specimen Signature Card should be collected from the appropriate bank, completed by the Office and signed by the person applying to be the designated Office Bank signatory. Once completed, the Form and Specimen Signature Card(s) should be forwarded to the bank by Chief Country Coordinator/Country Coordinator/Finance Coordinator/Administrative Coordinator upon countersigned by Chief Country Coordinator/Country Coordinator or designated person.



A project or event account can be open following the above procedure.

3.2 Closing of Bank Accounts

Conditions may change from time to time resulting in certain bank accounts becoming unnecessary. The Chief Finance Coordinator/Finance Coordinator will notify the Chief Country Coordinator/Country Coordinator of the account that needs to be closed and also submitted a written request to the bank signed by the Chief Country Coordinator/Country Coordinator to close the account.

A project or event account can be closed following the above procedure.

4. Payroll

4.1 Monthly Payroll Processing

All employee/volunteers who receive a contract or who are regular employee/volunteer are entitled to receive a monthly salary/allowance according to their Grade/Step and as indicated in the salary structure for NETWORK AID AFRICA. Payment of salary/allowance shall be made only in Leones and deposited either to the employee/volunteer's bank account or paid in cash or cheque.

The Finance Coordinator will prepare the monthly payroll summary which shall be reviewed by the Programme Quality Coordinator made to the employee/volunteer against his/her salary. Approved by the Chief Country Coordinator/Country Coordinator.

All employee/volunteer shall be paid a monthly salary/allowance on the 25th of each month. If however, this happens to be a non-working day, then payment shall be made on the next working day.

4.2 Salary Deductions

NETWORK AID AFRICA reserves the right to make deductions from the salary/allowance of an employee/volunteer for the following reasons:

1. For any unauthorized absence from work which is determined as leave without pay;
2. income tax and other legally mandated salary/allowance deductions (e.g., NASSIT contribution, NETWORK AID AFRICA pays 10% and employee/volunteer pays 5% on the basic salary) in accordance with Government regulations;
3. Any other outstanding advances made to the employee/volunteer which is reimbursable to the Organization;
4. To defray the cost of any item/equipment that may be damaged, misplaced and/or lost and that is directly attributable to the negligence of the employee/volunteer.
5. To defray the cost of salary/allowance advance or loan secure from the organisation.
6. To defray the cost of severance, leave, medical insurance, and rent

5. Project Advances & Adjustment Procedures

5.1 Advance for Travel, Project or Misc. Costs

When an employee/volunteer is likely to incur expenses on behalf of the office/project with respect to official travel, organizing project activity or conduct miscellaneous procurement, an advance request will



be completed and approved by the line management Supervisors. Such supervisor should review and determine the appropriate amount of the advance so that excess amount of advances is not requested.

The Finance Coordinator should also review the advance request to determine whether the requesting employee/volunteer has existing advance. If true, such request must be rejected.

Following this review, the finance department will prepare a cheque request with the Advance Request as supporting documentation for the recommended amount.

The Cheque Request and cheque should be made with the individual employee/volunteer as payee.

5.2 Adjustment of Travel, Project & Misc. Expenses

Upon completion of the related travel or completion of expenditures related to an advance given for miscellaneous costs, either a Travel Expense Report or Project or Misc Expense Report is prepared by the employee/volunteer that summarizes the allowable expenses incurred while on NETWORK AID AFRICA related business.

In order to adjust the advances that have been given an employee/volunteer in a timely manner, the Travel Expense Report or Project/Misc. Expense Report an adjustment should be completed as soon as possible after the return from travel or completion of works. In most instances, this should be completed within five (5) business days after the return to Office or completion of expenditures.

The completed TER or PMER is reviewed by the Chief Country Coordinator/Country coordinator or Programme Quality Coordinator or designate with regard to the field visit schedule, duty record and/or activities that were completed. Following the review, the Finance Coordinator will audit the TER or PMER with supporting documents to determine the arithmetical accuracy and proper budget and account code distribution if applicable.

For the adjustment of an authorized TER or PMER where the original advance was given to an individual employee/volunteer via a cheque, there will be a receivable amount in the debtor's ledger. This will be adjusted against the total approved expenses in the TER or PMER. If the total approved expenses in the TER/PMER are higher than the advance amount in the debtors' ledger, this implies a payable to the employee/volunteer; such balance must be returned to the employee/volunteer either by cash or cheque.

On the other hand, if the approved expenses in the TER/PMER are less than the advance amount in the debtors' ledger, it implies a receivable to be collected by NETWORK AID AFRICA. Such balance must be paid five (5) days upon completion of the activity or travel. (Ref.....)

6. Financial Report

6.1 Categories of Financial Report

The Finance Coordinator is required to prepare and submit monthly financial report generated from it excel cash book for review and approval. In addition, bank and cash reconciliation reports are also prepared for review and approval.

6.2 Financial Report Responsibility

The responsibility of submitting an accurate Management and Financial Report rests with the Finance Coordinator. Donor and other external narrative reports rest with the Programme Quality Coordinator, Management and project team.

7. Documentation for Financial Reporting



7.1 Vouchers

Vouchers are supporting documentation for all transactions posted into the electronic cash book. This should be properly organized and stored in a manner that enables easy retrieval or access. The electronic copies of these transactions should be stored and backup copies kept.

7.2 Bank Reconciliation Report

This is a reconciliation done to reconcile the cash book balance and that of the bank statement. Supporting documents include, the bank reconciliation summary, detail cash book and bank statement. This should be properly reviewed and approved and both hard and soft copies of this report filed.

7.3 Cash Reconciliation Report

This is a reconciliation done to reconcile the petty cash book balance and the cash at hand. Supporting documents include, the cash reconciliation summary and detail petty cash book. This should be properly reviewed and approved and both hard and soft copies of this report filed.

7.4 Monthly Income and Expenditure Report

This is a summary of withdrawals and expenses incurred for the period. This should be reviewed and approved by the designated authorities and filed. This will be consolidated into the annual financial report at the end of the year.

7.5 Budget and Expenditure Report

This is a management tool devised to provide a monthly monitoring of budget line items and expenses incurred. This is also used as a base to prepare the annual financial report.

8. Financial Files

Finance department should maintain files related to financial issues in the Main Office. Further, NETWORK AID AFRICA's policy and donor requirements dictate that financial reports and documents must be kept on file for a certain number of years. For Network AID Africa purposes, it be within thirty-six months or sixty months. These files can be maintained more or less depending on the agreement with the donor.

