# ANNEX 3 – Standard/recommended sections of a Policy & Procedures manual

1. General Principles
2. Financial Policies & Procedures
3. Local Finance Role & Responsibilities
4. Chart of Accounts
5. Budgeting and Forecasting
	* Forecasting
	* Budgeting
6. Grant/Project Management
	* Grant/Project Costing
	* Ongoing Financial Management of Grants/Projects
7. Month-end & Financial Reporting
	* Month-end
	* Financial Reporting
8. Procurement, Purchasing & Contracts
	* Procurement Procedure
	* Contracts Procedure
9. Staff Expenses, Cash Advances & Per Diems
	* Allowable Expenses
	* Unallowable Expenses
	* Expense Claim Procedure
	* Cash Advances
	* Per Diems
	* Compliance
10. Payments, Banking & Cash Management
	* Payments
	* Cash Handling
	* Receiving Income
	* Transfers from other FFI offices
	* Reconciliations
11. Petty Cash
12. Payroll
13. Record-Keeping & Archiving
14. Statutory Compliance, Audit & External Reporting
	* Statutory Registrations
	* Statutory Compliance
	* Audit
15. Insurance
16. Fixed Assets
17. Personnel & HR Management
18. Information Technology & Networking
19. Operational Health & Safety
20. Staff Travel
21. Risk Management