



K. R. C. S.

...Involving Local People for a Greener Future

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MANUAL OF FINANCIAL AND ACCOUNTING PROCEDURES

Approved on the 31/08/2012.

Revised and updated August, 2014

TABLE OF CONTENT

Chapter	Page
I. Preface.....	3
1. Principles of the Guidelines.....	4
1.1 Authorized Parties.....	4
2. Financial Management.....	5
2.1 Budget Preparation and Control.....	5
2.2 Accounting System.....	5
3. Cash Management.....	6
3.1 Petty Cash.....	6
3.2 Bank Account for KRCS.....	6
4. Accounting Guidelines for the Implementing Entities.....	7
4.1 Invoice.....	7
4.2 Payment of Consultants and Service Providers.....	7
4.2.1 Payment of services provided.....	7
4.3 Transport Invoices and Travel Allowances.....	8
4.4 Payment of Service Providers, Porters and Guides.....	8
4.5 Transport Invoices.....	8
4.6 Entertainment Invoices.....	9
4.7 Purchase of Equipments.....	9
4.8 Handling of the group’s Equipments and Materials.....	9
5. Asset Management.....	10
5.1 Personnel Use of KRCS Assets.....	10
5.2 Maintaining the Fixed Asset Register.....	10
6. Audits.....	12
7. Cost types.....	11
8. Budget lines.....	13.

I. PREFACE

The guidelines in this manual are to offer orientation for all parties involved in the financial and administrative management of the Korup Rainforest Conservation Society (KRCS) funds to ensure efficient management of funds for a smooth implementation of activities of the organization. It is meant to clearly define the roles and responsibilities of our members and partners involved in activities supported and/or to be carried out and also act as a reference document during audits.

1. GUIDELINES

An effective internal control includes the checking and recording of all financial transactions and ensures that access is limited to authorized personnel. The guidelines highlighted here and that are to be implemented shall include:

- Defining the management procedures of funds for every activity carried out by K.R.C.S
- Providing a framework for standard and judicious management of K.R.C.S funds that prevents fraud.
- Serve as a basis to appraisers and auditors for evaluating the group's performance.

1.2 AUTHORISED PARTIES

The two main individuals mandated to authorize financial transactions on behalf of KRCS are:-

- The Programmes Coordinator).
- The Programmes Adviser.

2. FINANCIAL MANAGEMENT

The Programme Coordinator and the Programme Adviser will serve as the primary officials responsible for all financial management activities of the KRCS.

2.1 BUDGET PREPARATION AND APPROVAL

The budget for the running of KRCS activities shall be prepared by the PC and the executive bureau of voted members and then appraised and approved by the general assembly (GA).

2.2 ACCOUNTING

All financial transactions done by KRCS members shall be recorded. The OHADA accounting system shall be adopted. The following will also be respected in all financial transactions:-

- Recording of all income and expenses
- Recording of all equipment and assets.
- Production of financial reports monthly and yearly.
- FA provides figures and PC reports.

2.3 POTENTIAL GENUINE SOURCES OF REVENUE (as per constitution)

- Membership Registration fees of 5000FCFA paid ones in a life time.
- Female registration is 3000FCFA to encourage gender balance.
- Membership commitment fee of 2000FCFA paid annually.
- Members 15% **green** contribution from jobs or consultancies awarded under the umbrella of the group as their small contribution towards the conservation activities of KRCS.
- Fines paid by members after violating association rules and regulations.
- Grants, Donations, fund raising activities and events.

3. CASH MANAGEMENT

The Coordinator, the Adviser and/or Secretary are responsible for making bank to cash transaction at the KRCS main account. At the level of Mundemba (our head office) a small savings account shall be run at **Express union** financial house in Mundemba with the programme coordinator or programme adviser having the right to transactions. All cash payments shall be done by the FAA. Since Express union is not a full bank, cash at the Express union account shall not exceed five million (5000, 000 FCFA).

3.1 PETTY CASH

Cash for immediate payment of activities carried out by KRCS shall be kept in a safe at the organizations office. This cash shall be disbursed, recorded and reported by the FAA. A maximum amount of 500,000FCFA shall be allowed as petty cash.

3.2 BANK ACCOUNTS FOR KRCS

The organization shall operate two accounts with signatories as follows:-

Account/Bank Name	Account Number	Signatories
Korup Rainforest conservation society/ECOBANK Bank, Kumba.	08117231501	PC, PA, SG.
Korup Rainforest conservation society/Express Union, Mundemba.	17M1775323701	PC or PA

Powers may be delegated to other members of KRCS to become signatories in the absence of above elected authorities.

4. ACCOUNTING GUIDELINES FOR FINANCIAL TRANSACTIONS

The accounting guidelines mentioned below are essential for the fraud free justification of all financial transactions relating to KRCS funds/-

4.1 INVOICES

All purchases must be justified by invoices, which should have the following qualities:-

- Dates should be written properly.
- Should carry the letterhead or the stamp of the supplier.
- The amount mentioned in word must tie with that in figures.
- No overwriting on invoices or using correcting fluid on amounts whatsoever.
- Descriptions of items on the invoices need to be legible.
- All suppliers should always sign on their invoices as having received their money and stamp paid.
- Fuel invoices should additional carry the vehicle number and kilometer reading at point of fueling.

4.2 PAYMENT OF SERVICE PROVIDERS (SP), PORTERS AND GUIDES

Porters shall be paid 4000frs/days in the tourist area. 5000F/day beyond. 25kg shall be the max weight for porters.

A KRCS payment voucher should be used for the payment of porters and guides and other SPs mentioning the following on a form in a situation where there are more than one:-

- Service rendered
- Daily rates,
- Number of days,
- ID card number,
- Amount and
- Signature of the Service provider.

In cases where the amounts exceed 100,000FCFA a contract / bill requesting payment should be attached.

4.2.1 PAYMENT FOR SERVICES PROVIDED BY KRCS MEMBERS

In cases where KRCS members are providing services to our stakeholders or partners the following rates shall apply;

Voluntary services for group activities.....7000 FCFA/ day

Services to other partners

Category 1 members (Equal to and less than A/L certificate with field experience)

7000 FCFA/ day for services less than or equal to 14 days

100000 FCFA/month for services equal to 15 days or less than 18 days.

120,000 FCFA/month for services days of 18-20 days and above.

Category 2 members (Specialist bachelor degree and above with field experience)

15000 FCFA/day for services less than or equal to 13 days.

200 000 FCFA for services from 14 days and upto 20 days.

Special contracts shall be established for each consultancy where the agreed rates shall be stipulated. Misconduct or abandonment of work shall lead to suspension from any field activities for a period of atleast 6 -24 months.

Note: *All KRCS member providing services under the umbrella of the organization shall be obliged to pay a 'green contribution' of 15% percent of their total salary for the said job as mentioned in our articles of association.*

4.3 TRANSPORT INVOICES AND TRAVEL ALLOWANCES (Perdiems)

This involves trips by members for activities of the NGO by public transport. The bus ticket or any other justification must carry the following information:-

- Destination needs to be written.
- Purpose of the mission must be stated in the mission order.
- A copy of the mission order needs to be presented.
- Each individual must provide a separate bus ticket where more than one person is involved except in a case of car hiring.

In case of car hiring, the following documents should be provided:-

- A copy of the vehicle's carte-grise.
- A bill from the driver or
- A payment voucher or the bill is signed by the driver who adds "received" and his ID card number.

In addition before any travel allowances are paid, the following rules must be respected:-

- KRCS mission order forms, properly filled and signed must be attached to any travel payment by the NGO.
- Any payment of mission allowance should be related to KRCS activities.
- No overwriting is allowed on date, name and amount on all mission orders.
- All mission orders must be signed by competent authorities or by persons delegated by the competent authorities of KRCS (the Coordinator and the Adviser) and signed at destination.
- Only a 50 percent advance shall be paid before the trip. While the rest shall be paid upon presentation of transport receipt, signed mission and the mission report.

1.3.1 PERDIEM RATES

Perdiems shall be equal for all categories of members who have been delegated to represent the organization where ever and when ever need arises. However the rates shall vary as per the area involved and shall be paid over nightly when out of our area of intervention. For instance

Perdiems in divisional headquarters (e.g. Kumba, Mamfe, Limbe etc) -----15,000/night.

Perdiems in sub divisional headquarters (Ekondo, Nguti, Eyumojock etc.)-----10,000/night

Perdiems in all Regional headquarters (Buea, Yaoundé etc.)-----25000/night

Perdiems around field sites (Toko, Isangelle, etc.= field allowances) ----- 7000F/day.

4.4. ENTERTAINMENT INVOICES

The following documents should be attached to all entertainment invoices for any activity carried out for KRCS:-

- An attendance list signed by all individuals present with the purpose of the meeting appearing as heading of the attendance sheet.
- A bill for payment from the supplier and a signed copy of ID card mentioning received or payment voucher in case of individuals.
- Establishments or restaurants shall provide a payment receipt only.

4.5. PURCHASING OF EQUIPMENTS AND MATERIALS

All the equipments and materials purchased for KRCS must be done using the following procedures and documents/

1. Purchase order form signed by KRCS authority for all equipment/materials more than 100,000FCFA.
2. Three invoices from suppliers for equipment/materials more than 400,000FCFA.
3. Receipt or invoice carrying name, amount, date and signature of the supplier of the equipments or material and costumer as for all types of purchases.

4.6. HANDLING OF KRCS EQUIPMENTS AND MATERIALS

- A list of all KRCS equipments should be kept at the head office.
- All the equipments should be tagged with and inventory numbers identifying them.
- Inventory should be conducted annually and the inventory list must be updated whenever new equipment is bought. This list must be properly kept.
- A register shall be kept for issuing field equipments.
- PC authorizes discharge of equipment or delegates while FAA discharges.

5. ASSET MANAGEMENT

All assets of the organization must be properly managed following agreed guidelines below.

5.1. PERSONAL USE OF KRCS ASSETS

The assets owned by KRCS shall not be made available for the personal benefits of its members but strictly for official use. Such assets would include:

- Communication devices, cameras, audiovisual equipment.
- Computers and printers,
- Photocopier.

5.2. MAINTAINING FIXED ASSETS

A fixed asset register shall be prepared and will include the following information:-

- An identification numbers which identifies different assets.
- Short description of the asset.
- Date of purchase and value at the date of purchase.
- The name of the assigned member of KRCS.
- A brief history of movement of the asset over time.
- In case of loss or theft a commission of enquiry shall be set up at the level of the organization before any legal action is taken.

6. AUDITS

The authorized officials will invite external auditors to check if the funds provided to the organization were properly managed bi-annually. A copy of the auditor’s report will be sent to the organization and its donors. Internal audits shall be conducted annually. Fund raising initiatives shall be controlled on a monthly basis and reported to the executive during monthly meetings. PC and PA incharge of regular internal controls but can coopt the services of other members.

7. COST TYPES

Allowable expenses must fall under our five (5) agreed priority areas while ensuring that expenses don’t exceed agreed annual quotas as follows/-

1. Office running (accommodation, communication, stationery, fixed assets, admin. cost, audits, partner MoUs, bank trips costs and charges etc.)-----15%
2. Field work and community support activities (consumables, food, allowances and transport, porters for research, educ., dev. support. etc)-----40%
3. Staff salaries and interns cost-----15%
4. Training of members -----10%
5. Fund raising and Marketing (community outreach etc.)-----20%

For accounting purposes all cost shall fall under three (3) OHADA accounting classes and accounting numbers attributed as follows/-

Accounting Numbers	Details
Class 1	Liabilities
14000000	Subvention for equipment
Class 2	Assets
20000001	Expenses relating to the memorandum and article of association, Prospectus expenses or policy documents etc
21	Intangible assets
21200001	Research and development expenses, patents, licences, trademarks, goodwill etc.
22	Land
22100000	Agricultural and woodland
22200000	Undeveloped land
22300000	Building land etc
23	Buildings and Installation
23100001	Office building
23100003	Tourist camp
23100004	Ware house / processing facility
23380003	Water systems
24	Equipment
24410001	Office equipment (not computer equipment)
24420001	Computer equipment
24420002	Communication equipment
24440001	Movable office equipment (furniture)

24470003	Technical field equipment (camera, GPS, etc)
24470004	Other materials and equipment
24510001	Vehicles and trucks
24520001	Navigation materials
24580001	Motorcycle
28	Depreciations
28100001	Depreciation of intangible assets
28830001	Depreciation of tangible assets
Class 6	Expenditures Account
60	
604	Purchases of consumable materials and stock for office
60430001	Clearing materials
60440001	Workshop materials
60470001	Office materials
60470050	Newspapers
60470060	Consumable materials for field work
60470100	Other consumable materials
605	Utility bills
60510001	Water
60510002	Electricity
60530010	Fuel and Lubricants for vehicles
60530020	Fuel and lubricants for motorcycles and generators
60560010	Security guards payments
60560050	Materials for guards
61	Transport

61400001	Transport allowances
61810010	Air tickets
61810020	Public transport (Bus and taxi)
61810030	Transport by lake and water
61810040	Hiring vehicle
61810050	Other transport charges for service purpose (tollgate, parking)
62	Cost of External Services A
62220001	Hiring of office premises
62220002	Other hiring charges
62420010	Maintenance and repairs of buildings
62420020	Maintenance and repairs of office equipment
62420030	Maintenance and repairs of computer equipment
62420040	Maintenance and repairs of vehicles
62420050	Other Maintenance and repairs
62480010	Other spare parts
62520000	Vehicle insurance
62580000	Other insurance
62650001	Documentation, photocopies, firms etc
62650050	Material transportation cost
62750001	Advertisement and exposition and promotion
62770001	Other charges of workshops and conferences
62810000	Fax and communication, telephone
62810010	Internet fees, satellite, thuraya and other charges
62810020	Postal charges and other mail charges

63	External services B (Middle men and consultancy remunerations)
63180000	Bank charges
63240010	Consultancy fees
63240020	Construction fees
63240050	Remuneration to auditors
6330010	Training expenses personnel
63830010	Hotel and food expenses
63840001	Mission allowances
63840100	Light meals and night allowances for temporal staff
66	Personnel expenses
66110001	Remuneration for permanent staffs
66110002	Remuneration of temporal staff and interns
66110004	Payment of services providers for park activities (porters, guides etc.)
66120001	Gratification and bonuses to service providers and villagers
66120001	Conservation performance bonuses to staff
66310001	Housing allowances
66840001	Medical fees, pharmacy for field work
67	Financial and assimilated expenses
67480000	Bank charges
68100000	Provision for depreciation

8. BUDGET LINES

Going by our objectives and five year strategic plan, our budget lines shall follow the different outputs and activities as specified in our strategic plan document (see strategic plan 2015 – 2020).