Bamenda – Cameroon
Tel: (237) 680305422 / (23&)673575868
Email: greenpartners2013@gmail.com
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Website: www.greenpasso.com
Facebook: https://www.facebook.com/greenpartnersA
Instagram: https://www.instagram.com/greenpartnersassociation/
LinkedIn: https://www.linkedin.com/groups/12693181

DESIGNATED FINANCIAL EXPENDITURES AUTHORIZATION

POLICY

These expenditure plans (the Budget) are approved by the Board of Directors. The Budget reflects the strategic plan, the priorities and financial resources of the organization.

The Executive Director has overall responsibility to ensure GPA expenditures are consistent with the approved Budget.

All expenditures or commitments to expend must be authorized by an employee with the appropriate delegation of financial authority.

Delegation of financial authority confers responsibility for prudent and fiscally responsible expenditure decisions, balancing budget constraints and professional judgment. Exercise of financial authority confers responsibility for understanding of and compliance with accountability requirements.

Purpose

Delegation of financial authority is an essential internal control mechanism that ensures the organization’s funds are utilized in a manner that supports organizational priorities, including sound financial management, while empowering employees of the organization to efficiently and effectively achieve the work of the organization.

The purpose of this Policy is to ensure the responsible and risk based delegation of financial expenditure authorization.

Employees with delegated financial expenditure authorization are responsible to ensure procedures as outlined within this document are completed to support financial expenditures or financial expenditure commitments.

DELEGATION OF FINANCIAL EXPENDITURE AUTHORITY

Designate	Functional Expenditure Authority	Designated Financial Expenditure Authority Amount
Executive Director	All	Any within Board approved Budget
Programme Coordinator	All	Any within Board approved Budget
Project Officers	Project related expenditures and other expenses within approved budget	>100,000 to <500,000FCFA
Finance Officer	Project related expenditures and other expenses within approved budget	50,000-<100,000FCFA
Administrative Assistant	Consumable office supplies and small office equipment	10,000- < 50,000FCFA

SEGREGATION OF PROCUREMENT FUNCTIONS – All purchases over 50,000FCFA		
Procurement Activity	**Responsible Person**	**Approval Requirement**
Requisition to expend funds	Any staff member	Requisitions include any request or requirement to expend organizations funds. Requisitions to be approved at the appropriate level on the Designated Financial Authorization Chart prior to any commitments to purchase being extended. The individual making the requisition may not also commit to purchase. Commitments to purchase to be performed by a different staff member.

Budget	Executive Director, Programme Coordinator, Finance officer	Board of Directors approves the annual budget and changes thereto. Reallocations between budget lines may be approved by the Executive Director, where the overall budget total does not change.
Commitment	Any staff member	May commit Agency funds within the approved Budget only where approval has been obtained. The individual requisitioning the goods or services may not provide the purchase commitment.
Receipt of goods and/or services	Any staff member	The individual making the requisition shall confirm the receipt of goods or services prior to payment being processed.
Payment	Finance Department	Finance shall prepare payments to vendors once approvals have been appropriately documented.
Requisitions Originating in Finance	Executive Director	Where a purchase requisition originates in the Finance Department, special rules will apply. The commitment of funds will not be generated by Finance. This role will be performed by the Executive Director to ensure appropriate segregation of duties. Confirmation of receipt of goods may originate with finance, however payment release to be confirmed by a non-financial staff member (Programme coordinator, Executive Director)