

Africompassion USA Financial Management Policy

1. Management of Africompassion USA (AFCO-USA)'s finances will be governed by these principles.
 - a. We live within our means.
 - b. We distinguish between wants and needs.
 - c. We save for contingencies.
2. The Board of Directors will approve an annual budget.
3. Budget Committee

The Board will appoint three of its members to serve on the AFCO-USA Budget committee.
The CFO of AFCO-USA will chair the Budget committee.
The Budget committee has the authority to approve expenditures within the scope of the Board's approved budget except that the Board must approve any expenses exceeding \$5,000.
4. Expenditures

All expenses and reimbursements must be approved by the AFCO-USA's budget committee.
A request for expenditures will be submitted to the Budget committee for approval prior to encumbering funds.
5. Record keeping

Financial records will be stored in digital format and retained for 7 years or whatever period as required by law or IRS guidelines.
6. Reporting

The Budget committee will prepare and review regular financial reports including bank account reconciliations, income statement, balance sheet, and actual to budget report of expenditures and income and submit financial reports to the Board of Directors on a regular basis, at least quarterly or on request of the Board.