



TESFA Financial and Accounting Policy

Promoting Transparency, Accountability, and Sound Financial Management

Prepared by

TESFA Refugees with Disabilities Association (TESFA)

Approved By: Board of Directors

Approved Date: 08/08/2026

Effective Date: 08/08/2026

Next Review Date: 08/08/2027

Phone: +251 703 047 511 / +251 974 731 170

Email: boardofdirectors@tesfa.com.et

Website: www.tesfa.com.et

Reference No.: TESFA/POLICY/2026/005

Approval

This Financial and Accounting Policy of TESFA Refugees with Disabilities Association (TESFA) was reviewed and approved by the Board of Directors in accordance with the Association's Bylaws. The Policy establishes the principles and procedures governing the financial management, accounting, budgeting, procurement, internal controls, financial reporting, and stewardship of the Association's resources.

This Policy shall become effective from the date of approval and shall remain in force until amended or replaced by the Board of Directors.

APPROVED BY



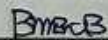
Yemane Abraha Tesfay
President (Board Member)
TESFA Refugees with Disabilities
Association

Date: 08/08/26



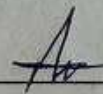
Tesfu Tekle Solomon
Vice President (Board Member)
TESFA Refugees with Disabilities
Association

Date: 08-08-26



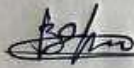
Beraki Beyene Naizgi
Secretary General (Board Member)
TESFA Refugees with Disabilities
Association

Date: 08-08-2026



Azeb Miszelo Gebrekidan
Treasurer Officer (Board Member)
TESFA Refugees with Disabilities
Association

Date: 08-08-26



Biniam Dawit Gebrewahid
Governance and Ethics Officer (Board
Member)
TESFA Refugees with Disabilities
Association

Date: 08-08-2026



Tsegay Abraha Zewde
Programs and Community Officer (Board
Member)
TESFA Refugees with Disabilities
Association

Date: 8-8-2026



Mitiku Degefa Hakim
Strategic Planning and Partnerships
Officer (Board Member)
TESFA Refugees with Disabilities
Association

Date: 08-08-2026



Simon Bitsuamlak Misgina
Strategic Planning and Partnerships
Officer (Board Member)
TESFA Refugees with Disabilities
Association

Date: 08/08/2026



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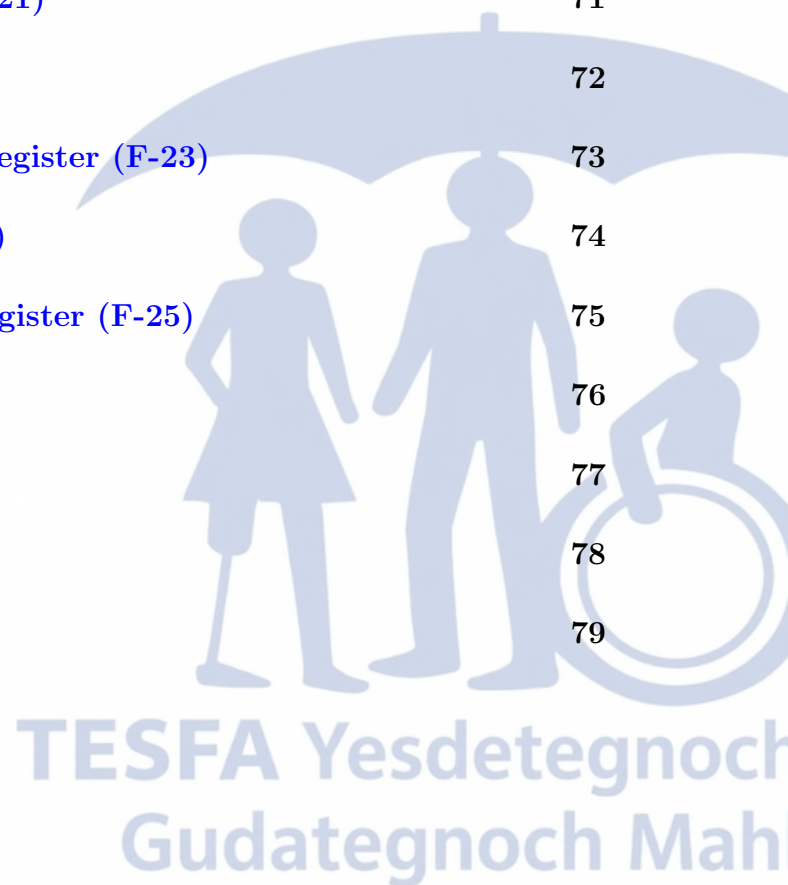
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Document Control

Document Title	Financial and Accounting Policy
Organization	TESFA Refugees with Disabilities Association (TESFA)
Document/Reference Number	TESFA/POLICY/2026/005
Version	Version 1.0
Policy Owner	Board of Directors
Prepared By	TESFA Refugees with Disabilities Association
Reviewed By	Board of Directors
Approved By	Board of Directors
Approval Date	08/08/2026
Effective Date	08/08/2026
Next Review Date	08/08/2027
Review Frequency	Every Three (3) Years or as Required
Document Classification	Internal Policy Document
Supersedes	None (Initial Version)

Document Purpose

This Financial and Accounting Policy establishes the principles, responsibilities, procedures, and controls governing the financial management and accounting practices of TESFA Refugees with Disabilities Association. The Policy aims to ensure transparency, accountability, prudent stewardship of resources, compliance with donor requirements, and effective financial management in support of TESFA's mission and strategic objectives.

Acronyms

ASCO Authority for Civil Society Organizations

CEO Chief Executive Officer

ETB Ethiopian Birr

NGO Non-Governmental Organization

PSEA Protection from Sexual Exploitation and Abuse

PSEAH Protection from Sexual Exploitation, Abuse and Harassment

RRS Refugees and Returnees Service

SOP Standard Operating Procedure

TESFA TESFA Refugees with Disabilities Association

UNHCR United Nations High Commissioner for Refugees

USD United States Dollar



Definitions

For the purpose of this Policy, the following definitions apply:

Accounting Records The books, ledgers, journals, vouchers, financial statements and supporting documents maintained by TESFA to record financial transactions.

Asset Any tangible or intangible resource owned or controlled by TESFA that has economic or operational value.

Budget A financial plan approved by the Board of Directors or an authorized body showing the expected income and expenditure for a specified period or project.

Conflict of Interest A situation in which an individual's personal interests may improperly influence the performance of official duties or financial decisions.

Donation Cash, goods, or services voluntarily provided to TESFA without expectation of commercial return.

Financial Year The twelve-month accounting period adopted by TESFA for financial reporting purposes.

Grant Financial assistance provided by a donor for specific organizational or project purposes under agreed terms and conditions.

Internal Control Policies and procedures established to safeguard assets, ensure accurate financial reporting, promote operational efficiency, and prevent fraud or misuse of resources.

Procurement The process of planning, sourcing, purchasing, receiving, and documenting goods, works, and services required for the implementation of TESFA's activities.

Restricted Funds Funds provided by donors that may only be used for the specific purposes stated in the funding agreement.

Unrestricted Funds Funds that may be used by TESFA for any lawful organizational purpose consistent with its mission and strategic objectives.

Volunteer Incentive A modest financial payment or reimbursement provided to volunteers to facilitate their participation in project activities. Such payments do not constitute a salary or employment relationship.

Policy Statement

TESFA Refugees with Disabilities Association (TESFA) is committed to maintaining the highest standards of financial integrity, transparency, accountability, and stewardship in the management of all financial resources entrusted to the Association.

This Financial and Accounting Policy establishes the principles, responsibilities, and procedures for the effective planning, management, control, recording, reporting, and safeguarding of TESFA's financial resources. The Policy is designed to ensure that all funds are used solely for their intended purposes, in accordance with applicable laws and regulations, the Association's Bylaws, donor agreements, and internationally accepted financial management practices.

TESFA recognizes that sound financial management is fundamental to achieving its mission of promoting the rights, inclusion, dignity, and socio-economic empowerment of refugees with disabilities in Ethiopia. Accordingly, all Board members, management, staff, volunteers, consultants, and any individual entrusted with financial responsibilities are required to comply with this Policy and to uphold the principles of honesty, integrity, accountability, fairness, efficiency, and responsible stewardship.

TESFA is committed to maintaining effective internal controls, transparent procurement practices, accurate financial records, timely financial reporting, proper asset management, and zero tolerance for fraud, corruption, theft, misuse of organizational resources, or any other form of financial misconduct.

The Association further commits to complying with the financial management requirements of its donors, including the Office of the United Nations High Commissioner for Refugees (UNHCR), government regulatory authorities, and other development partners. Financial management systems and procedures shall be continuously reviewed and strengthened to promote organizational sustainability, operational effectiveness, and public trust.

This Policy shall be read together with TESFA's Bylaws, Procurement Policy, Code of Conduct, Complaints, Feedback and Whistleblowing Policy, Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) Policy, Human Resource Policy, and any other relevant organizational policies.

1. Introduction

1.1 Background

TESFA Refugees with Disabilities Association (TESFA) is a refugee-led organization established to promote the rights, inclusion, dignity, and socio-economic empowerment of refugees with disabilities in Ethiopia. The Association works to improve access to protection, education, livelihoods, health services, humanitarian assistance, advocacy, and community participation for refugees with disabilities through collaboration with government institutions, United Nations agencies, non-governmental organizations, donors, and other stakeholders.

As TESFA continues to strengthen its institutional capacity and implement projects supported by development and humanitarian partners, it recognizes the importance of maintaining sound financial management systems that promote transparency, accountability, integrity, and responsible stewardship of resources.

This Financial and Accounting Policy provides the framework for planning, managing, recording, controlling, reporting, and safeguarding the financial resources of the Association. It establishes standardized procedures to ensure that all financial transactions are conducted in accordance with TESFA's Bylaws, applicable Ethiopian laws and regulations, donor agreements, and internationally accepted financial management principles.

1.2 Purpose of the Policy

The purpose of this Policy is to establish clear principles, responsibilities, internal controls, and procedures for the effective management of TESFA's financial resources. The Policy aims to ensure that all funds and assets are managed transparently, efficiently, economically, and exclusively for the achievement of the Association's mission and approved objectives.

1.3 Objectives

The objectives of this Policy are to:

1. Promote transparency, accountability, and integrity in financial management.
2. Establish clear roles and responsibilities for financial management and oversight.
3. Ensure effective planning, budgeting, utilization, monitoring, and reporting of financial resources.
4. Strengthen internal controls to safeguard cash, assets, records, and other organizational resources.

- 
5. Ensure compliance with TESFA's Bylaws, applicable laws and regulations, donor agreements, and organizational policies.
 6. Promote efficient procurement, payment, accounting, and financial reporting practices.
 7. Prevent fraud, corruption, financial mismanagement, conflicts of interest, and misuse of organizational resources.
 8. Support informed decision-making through timely and accurate financial information.
 9. Promote organizational sustainability through prudent financial planning and resource management.

1.4 Scope

This Policy applies to all financial resources, assets, liabilities, income, expenditures, projects, grants, donations, procurement activities, and financial transactions undertaken by TESFA.

The Policy is binding upon all members of the Board of Directors, management, employees, volunteers, consultants, project personnel, committees, and any other persons authorized to receive, manage, approve, expend, record, or report financial resources on behalf of the Association.

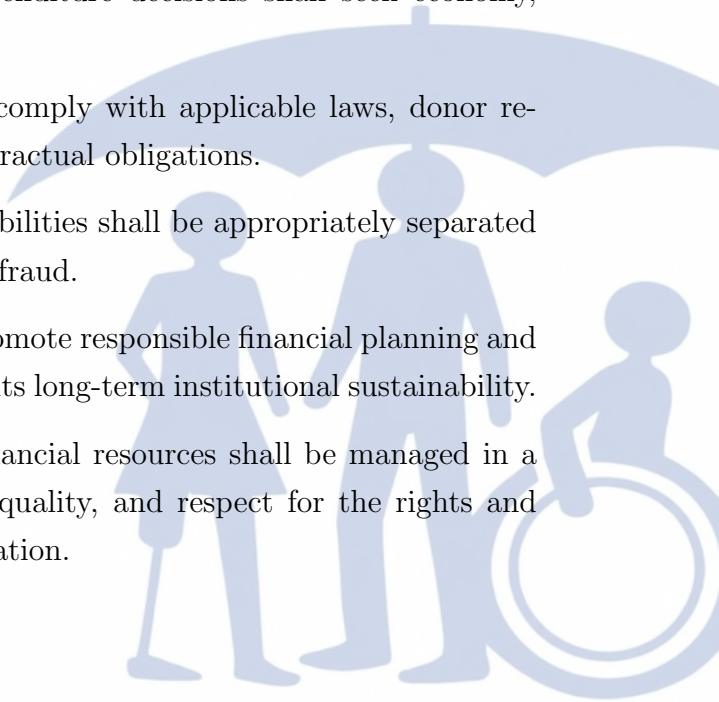
All donors, partners, contractors, suppliers, and service providers engaged by TESFA shall comply with the applicable provisions of this Policy where relevant and with the terms of their respective agreements.

1.5 Guiding Principles

The implementation of this Policy shall be guided by the following principles:

1. **Transparency:** Financial information shall be accurate, complete, timely, and accessible to authorized stakeholders.
2. **Accountability:** Individuals entrusted with financial responsibilities shall be accountable for the proper use and management of organizational resources.
3. **Integrity and Ethical Conduct:** Financial decisions and transactions shall be conducted honestly, fairly, impartially, and in accordance with TESFA's Code of Conduct.
4. **Stewardship of Resources:** Financial and physical resources shall be used efficiently, economically, and solely for approved organizational purposes.

5. **Value for Money:** Procurement and expenditure decisions shall seek economy, efficiency, effectiveness, fairness, and quality.
6. **Compliance:** All financial activities shall comply with applicable laws, donor requirements, organizational policies, and contractual obligations.
7. **Segregation of Duties:** Financial responsibilities shall be appropriately separated to minimize errors, conflicts of interest, and fraud.
8. **Financial Sustainability:** TESFA shall promote responsible financial planning and prudent resource management to strengthen its long-term institutional sustainability.
9. **Inclusion and Non-Discrimination:** Financial resources shall be managed in a manner that promotes fairness, inclusion, equality, and respect for the rights and dignity of all beneficiaries without discrimination.



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2. Governance and Financial Responsibilities

2.1 Board of Directors

The Board of Directors has the overall responsibility for ensuring sound financial governance and oversight of TESFA. The Board shall:

1. Approve the annual organizational budget and project budgets.
2. Approve this Financial and Accounting Policy and subsequent amendments.
3. Review and approve annual financial statements and audit reports.
4. Ensure that adequate internal control systems are established and maintained.
5. Monitor the financial sustainability and accountability of the Association.
6. Authorize the opening and closure of bank accounts.
7. Appoint authorized bank signatories.
8. Ensure compliance with donor agreements, applicable laws, and TESFA's Bylaws.

2.2 President

The President shall:

1. Provide overall leadership on financial governance.
2. Chair Board meetings that review financial matters.
3. Jointly authorize major financial decisions as required.
4. Ensure that financial management supports TESFA's strategic objectives.

2.3 Treasurer

The Treasurer shall:

1. Oversee the financial management of the Association on behalf of the Board.
2. Review financial reports before submission to the Board.
3. Monitor budget implementation and expenditure.
4. Verify bank reconciliations and financial records.
5. Support financial accountability and compliance.

2.4 Chief Executive Officer (CEO)

The Chief Executive Officer shall:

1. Serve as the chief accounting and administrative officer of the Association.
2. Ensure implementation of this Policy.
3. Supervise financial planning and budget implementation.
4. Authorize expenditures within delegated authority.
5. Ensure donor funds are utilized only for approved purposes.
6. Submit financial and narrative reports to the Board and donors.
7. Ensure compliance with donor agreements and organizational policies.

2.5 Finance and Administration Officer

The Finance and Administration Officer shall:

1. Maintain accurate accounting records.
2. Process payments and receipts.
3. Maintain cash books and accounting ledgers.
4. Prepare bank reconciliations.
5. Prepare financial reports.
6. Maintain supporting financial documentation.
7. Safeguard accounting records and financial documents.

2.6 Project Coordinators

Project Coordinators shall:

1. Prepare project budgets and work plans.
2. Monitor project expenditures.
3. Verify project-related expenses.
4. Ensure project activities are implemented within approved budgets.
5. Prepare project progress reports.
6. Coordinate with the Finance and Administration Officer regarding financial reporting.

2.7 Staff and Volunteers

All staff members and volunteers shall:

1. Use organizational resources responsibly.
2. Comply with this Policy and other organizational policies.
3. Submit complete supporting documents for expenditures.
4. Report suspected fraud, corruption, or financial misconduct.
5. Protect organizational assets under their custody.

2.8 Segregation of Duties

TESFA shall maintain appropriate segregation of duties to reduce the risk of fraud, error, and misuse of resources. As far as practicable:

1. Authorization of expenditure shall be separate from payment processing.
2. Payment processing shall be separate from accounting record keeping.
3. Bank reconciliation shall be performed by a person who is not responsible for cash handling.
4. Procurement, receipt of goods, and payment authorization shall be performed by different individuals whenever possible.
5. No individual shall have sole control over an entire financial transaction from initiation to payment and recording.

Where staffing limitations make complete segregation of duties impracticable, the CEO and Treasurer shall implement compensating controls, including enhanced supervision, documented approvals, periodic reviews, and Board oversight.

Bank Signatories The President and the Treasurer shall serve as the authorized signatories to TESFA's official bank account(s) in accordance with applicable banking regulations and Board resolutions. All bank transfers, cheque payments, and other banking transactions shall require the authorized signatories registered with the financial institution.

Internal approval of expenditures under this Policy shall not replace or override the bank's signatory requirements. The authorized signatories shall ensure that every payment has been duly approved and supported by the required documentation before authorizing any bank transaction.

2.9 Delegation of Financial Authority

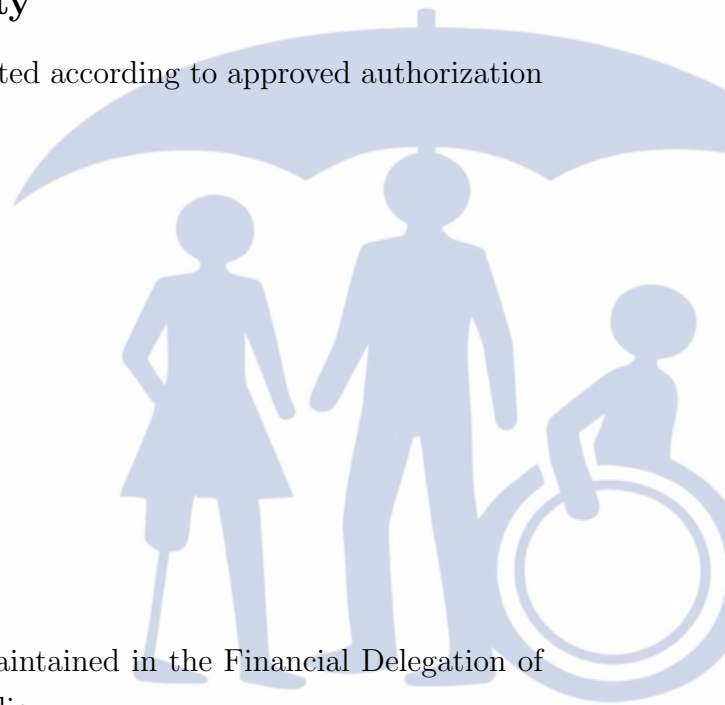
Financial authority within TESFA shall be delegated according to approved authorization limits established by the Board of Directors.

The delegation of authority shall specify:

1. Approval authority for budgets.
2. Authorization limits for procurement.
3. Authorization limits for expenditures.
4. Authority to sign contracts and agreements.
5. Authority to approve payments.
6. Authority to operate bank accounts.

Detailed financial authorization limits shall be maintained in the Financial Delegation of Authority Matrix contained in Annex I of this Policy.

Internal Financial Approval Internal approval authority establishes responsibility for approving expenditures before payment processing. Actual bank payments shall be executed only by the authorized bank signatories in accordance with the Association's banking arrangements. Approval authority and bank signatory authority are complementary and shall both be observed.



3. Financial Planning and Budget Management

3.1 Financial Planning

TESFA shall undertake financial planning to ensure that organizational resources are utilized efficiently and effectively in support of its strategic objectives and approved programmes. Financial planning shall consider anticipated income, operational requirements, project commitments, organizational sustainability, and potential financial risks.

3.2 Annual Organizational Budget

The Association shall prepare an annual organizational budget covering all expected income and expenditures for the financial year.

The annual budget shall:

1. Be aligned with TESFA's Strategic Plan.
2. Include projected income from all anticipated sources.
3. Include expected operational and programme expenditures.
4. Be submitted to the Board of Directors for approval before implementation.

3.3 Project Budget Preparation

A detailed budget shall be prepared for every project proposal submitted to donors or funding partners.

Project budgets shall:

1. Reflect realistic implementation costs.
2. Be consistent with approved project activities.
3. Comply with donor requirements.
4. Include direct project costs and approved administrative costs.
5. Be reviewed before submission.

3.4 Budget Approval

No organizational or project budget shall be implemented unless approved by the appropriate authority in accordance with the Delegation of Financial Authority Matrix.

Approved budgets shall constitute the financial authority for implementing activities and incurring expenditures.

3.5 Budget Monitoring

Budget implementation shall be monitored regularly to ensure that expenditures remain within approved limits.

Budget monitoring shall include:

1. Comparison of actual expenditure against the approved budget.
2. Identification of significant budget variances.
3. Corrective actions where necessary.
4. Periodic financial reporting to management and the Board.

3.6 Budget Revision

Where changes to activities, donor requirements, or operational needs require modification of an approved budget, a budget revision shall be prepared and approved before implementation.

Budget revisions shall comply with donor agreements and TESFA's Delegation of Financial Authority.

3.7 Budget Closure

At the completion of each project or financial year, TESFA shall prepare a final budget utilization report comparing approved budgets with actual expenditures.

Any unspent balances shall be managed in accordance with donor agreements or Board decisions, as applicable.

4. Income, Grants and Fund Management

4.1 Sources of Income

TESFA may receive financial and non-financial resources from lawful sources, including:

1. Grants from development and humanitarian partners.
2. Donations from individuals, organizations, foundations, and corporations.
3. Membership fees.
4. Income from approved fundraising activities.
5. Interest earned on bank accounts, where permitted.
6. Any other lawful income approved by the Board of Directors.

4.2 Grant Management

All grants shall be managed in accordance with the respective grant agreements and donor requirements.

TESFA shall ensure that:

1. Grant funds are used solely for their approved purposes.
2. Separate financial records are maintained for each grant where required.
3. Financial and narrative reports are submitted within agreed timelines.
4. Unspent balances are managed according to donor agreements.

4.3 Donations

TESFA shall acknowledge all donations and maintain complete records of cash and in-kind contributions.

Restricted donations shall only be used for their intended purposes.

4.4 Membership Fees

Membership fees shall be collected, receipted, recorded, and deposited into the Association's official bank account in accordance with approved procedures.

4.5 Restricted and Unrestricted Funds

Restricted funds shall only be used for the purposes specified by the donor.

Unrestricted funds may be utilized to support organizational operations and strategic priorities as approved by the Board of Directors.

4.6 Financial Sustainability

TESFA shall actively pursue diversified funding sources to strengthen its long-term financial sustainability and reduce dependence on any single donor.



5. Banking and Cash Management

5.1 Bank Accounts

TESFA shall maintain one or more official bank accounts in the name of the Association. All organizational funds shall be deposited into these bank accounts unless otherwise authorized by the Board of Directors or required by donor agreements.

Separate bank accounts may be established for specific projects where required by donors or operational needs.

No personal bank account shall be used to receive, hold, or manage TESFA funds.

5.2 Authorized Bank Signatories

The President and the Treasurer shall serve as the authorized signatories to TESFA's bank account(s) in accordance with applicable banking regulations and Board resolutions.

All bank transfers, cheque payments, and other banking transactions shall require the signatures or authorizations required by the financial institution.

The authorized signatories shall ensure that:

1. Every payment has been properly approved.
2. Supporting documents are complete.
3. The expenditure is within the approved budget.
4. The payment complies with donor requirements and this Policy.

5.3 Cash Receipts

All cash received by TESFA shall:

1. Be acknowledged using an official receipt.
2. Be recorded promptly in the accounting records.
3. Be safeguarded until deposited.
4. Be deposited into the official bank account as soon as practicable.

Cash receipts shall never be used directly to pay organizational expenses.

5.4 Bank Deposits

All income received by TESFA shall be deposited into the Association's official bank account promptly.

Deposit slips and supporting documents shall be maintained as part of the accounting records.

5.5 Cash Payments

Payments shall preferably be made through bank transfer or cheque.

Cash payments shall only be made where banking methods are impractical or where approved petty cash procedures apply.

All payments shall be supported by:

1. Approved Payment Voucher.
2. Original invoices or receipts.
3. Relevant approvals.
4. Procurement documentation where applicable.

5.6 Petty Cash Management

TESFA may establish a petty cash fund to facilitate payment of routine operational expenses of relatively small value.

The petty cash fund shall operate under the following principles:

1. The maximum petty cash balance shall be approved by the Board of Directors.
2. The Finance and Administration Officer shall serve as the Petty Cash Custodian unless otherwise designated by the CEO.
3. Petty cash shall only be used for approved organizational or project-related expenses.
4. Every petty cash payment shall be supported by an approved Petty Cash Voucher and original supporting documents.
5. Petty cash shall be stored securely with restricted access.

5.7 Petty Cash Replenishment

Petty cash shall be replenished through the normal bank payment process after verification of all supporting documents.

The replenishment amount shall equal the value of approved petty cash expenditures supported by vouchers and receipts.

The President and Treasurer shall authorize the bank transaction for replenishment in accordance with the approved bank signatory arrangements.

5.8 Cash Counts

The Treasurer, CEO, or another person designated by the Board may conduct announced or unannounced petty cash counts.

Any discrepancies shall be investigated immediately and reported to the Board of Directors.

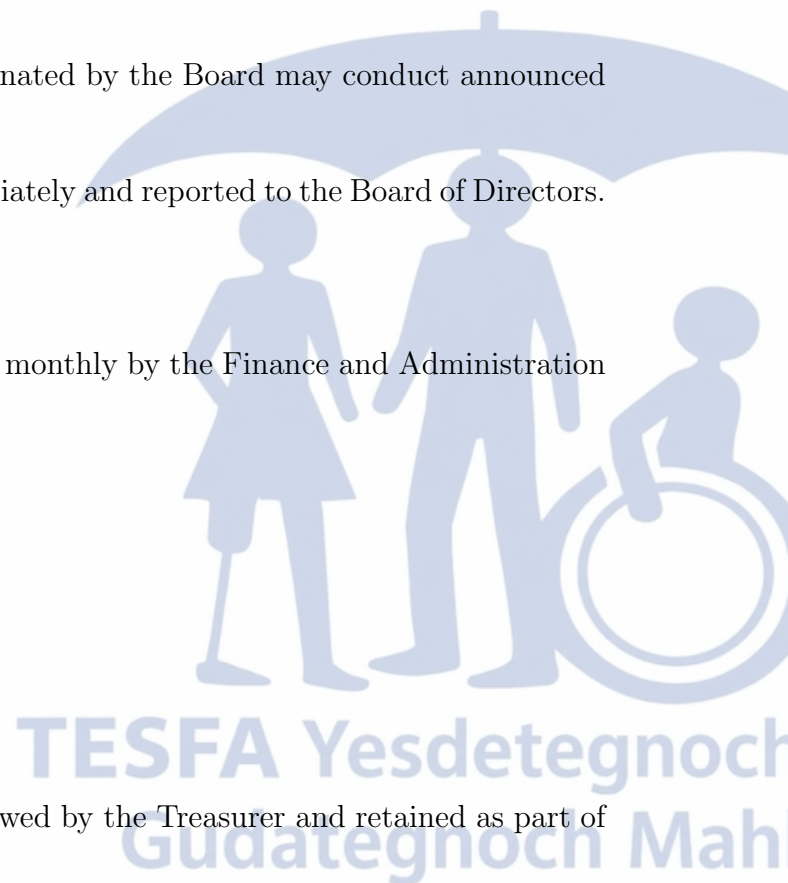
5.9 Bank Reconciliation

Bank reconciliation shall be prepared at least monthly by the Finance and Administration Officer.

The reconciliation shall compare:

- Bank statement balances.
- Cash book balances.
- Outstanding deposits.
- Outstanding payments.

Completed bank reconciliations shall be reviewed by the Treasurer and retained as part of TESFA's financial records.



6. Procurement and Payment Procedures

6.1 Procurement Principles

TESFA shall conduct all procurement activities in accordance with the following principles:

1. Transparency
2. Fair competition
3. Value for money
4. Accountability
5. Integrity and ethical conduct
6. Equal treatment of suppliers
7. Avoidance of conflicts of interest

6.2 Procurement Planning

Procurement shall be planned as part of the annual organizational budget or approved project work plan.

Project Coordinators shall identify procurement needs in advance and submit procurement requests to the Finance and Administration Officer for processing.

6.3 Procurement Methods

TESFA may use the following procurement methods depending on the estimated value, urgency, and nature of the goods, works, or services:

1. Direct Purchase
2. Request for Quotations
3. Competitive Bidding
4. Single Source Procurement (only in exceptional circumstances with written justification and approval)

6.4 Procurement Thresholds

The Board of Directors shall approve procurement thresholds, which are provided in Annex II of this Policy.

Where donor procurement rules are more restrictive than TESFA's thresholds, the donor rules shall prevail.

6.5 Supplier Selection

Suppliers shall be selected based on objective criteria including:

1. Price
2. Quality
3. Delivery time
4. Technical capacity
5. Reliability
6. Previous performance, where applicable

No supplier shall receive preferential treatment based on personal relationships or conflicts of interest.

6.6 Conflict of Interest

Any Board member, employee, volunteer, or committee member involved in procurement who has an actual, potential, or perceived conflict of interest shall immediately disclose the conflict and withdraw from the procurement process.

All procurement decisions shall be made impartially and documented appropriately.

6.7 Payment Procedures

Payments shall only be made after:

1. The goods or services have been received or satisfactorily delivered, unless advance payment is justified and approved.
2. Supporting documents have been verified.
3. The expenditure has been approved in accordance with the Delegation of Financial Authority.
4. The Payment Voucher has been completed.

6.8 Supporting Documents

Every payment shall be supported, where applicable, by:

1. Approved Purchase Requisition
2. Quotations or Tender Documents
3. Purchase Order or Contract

4. Goods Received Note or Service Completion Certificate
5. Supplier Invoice
6. Payment Voucher
7. Official Receipt
8. Proof of Bank Transfer or Cheque Payment

6.9 Advance Payments

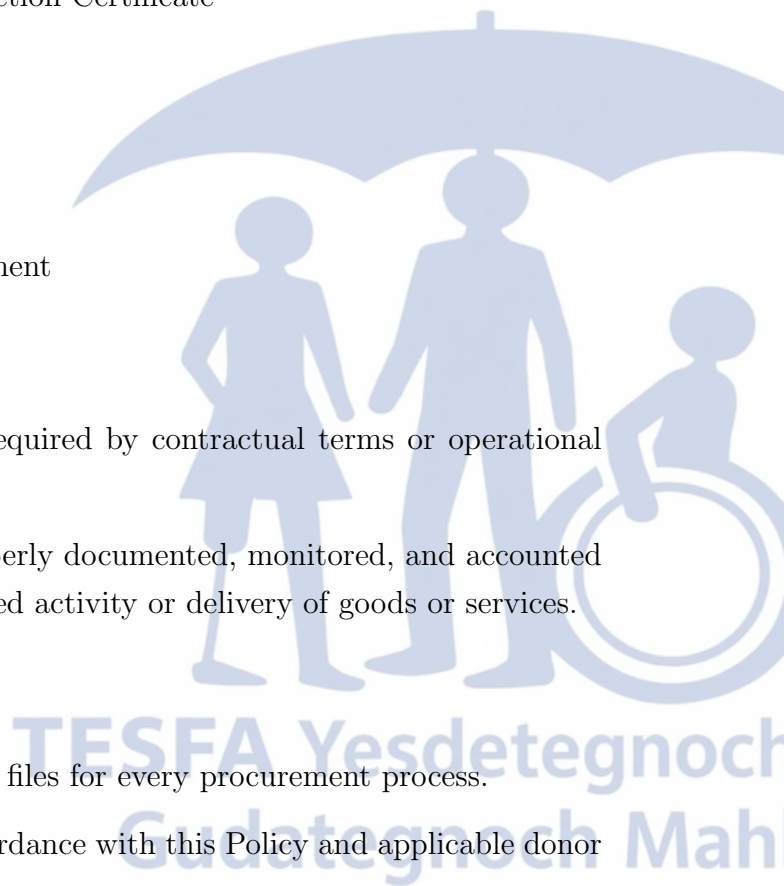
Advance payments shall be avoided unless required by contractual terms or operational necessity.

Any approved advance payment shall be properly documented, monitored, and accounted for immediately upon completion of the related activity or delivery of goods or services.

6.10 Procurement Records

TESFA shall maintain complete procurement files for every procurement process.

Procurement records shall be retained in accordance with this Policy and applicable donor requirements.



7. Accounting and Financial Records

7.1 Accounting System

TESFA shall maintain an accounting system that accurately records all financial transactions and provides reliable financial information for management, the Board of Directors, donors, regulatory authorities, and other authorized stakeholders.

The accounting system may be maintained manually or electronically, provided that adequate controls are in place to ensure the completeness, accuracy, confidentiality, and security of financial information.

7.2 Accounting Basis

TESFA shall maintain its accounts using the accrual basis of accounting wherever practicable. Where donor requirements permit, the cash basis may be used for specific projects, provided the basis applied is clearly disclosed in the financial reports.

7.3 Books of Accounts

TESFA shall maintain appropriate accounting records, including but not limited to:

1. General Ledger.
2. Cash Book.
3. Bank Book.
4. Petty Cash Register.
5. Journal Register.
6. Fixed Asset Register.
7. Accounts Receivable Register, where applicable.
8. Accounts Payable Register, where applicable.
9. Payroll or Volunteer Incentive Register, where applicable.

7.4 Chart of Accounts

TESFA shall maintain a standardized Chart of Accounts to classify financial transactions consistently according to organizational activities, projects, funding sources, assets, liabilities, income, and expenditures.

The Chart of Accounts shall be reviewed periodically and updated as necessary.

7.5 Supporting Documentation

Every financial transaction shall be supported by adequate documentation.

Supporting documents may include:

1. Payment Vouchers.
2. Receipt Vouchers.
3. Official Receipts.
4. Supplier Invoices.
5. Purchase Orders.
6. Contracts or Agreements.
7. Goods Received Notes.
8. Bank Statements.
9. Bank Deposit Slips.
10. Petty Cash Vouchers.
11. Attendance Sheets for trainings and workshops.
12. Travel Authorization and Expense Claims.
13. Any other documents required to support the transaction.



7.6 Record Retention

Financial records shall be maintained in an organized, secure, and accessible manner.

Unless a longer period is required by law or donor agreements, financial records shall be retained for a minimum of seven (7) years after the completion of the relevant financial year or project.

Financial records shall only be destroyed with the approval of the Board of Directors and in accordance with applicable legal requirements.

7.7 Electronic Records

Where electronic accounting systems are used, TESFA shall ensure that:

1. Regular data backups are performed.
2. Access to accounting records is restricted to authorized personnel.
3. Passwords and electronic credentials are protected.

4. Electronic records are safeguarded against unauthorized access, alteration, or loss.

7.8 Correction of Errors

Errors identified in accounting records shall be corrected promptly.

Corrections shall be supported by appropriate documentation and shall not obscure or erase the original record.

Any significant correction shall be reviewed by the Finance and Administration Officer and approved by the CEO.

7.9 Financial Reporting

The Finance and Administration Officer shall prepare periodic financial reports for management, the Board of Directors, donors, and regulatory authorities.

Financial reports shall include, where applicable:

1. Budget versus Actual Expenditure Report.
2. Statement of Income and Expenditure.
3. Statement of Financial Position.
4. Cash Flow Statement.
5. Bank Reconciliation Summary.
6. Project Financial Reports.

Financial reports shall be prepared accurately, completely, and within the reporting timelines established by TESFA or the respective donor.

7.10 Financial File Management

Financial documents shall be filed systematically by financial year and by project.

Each financial file shall contain all relevant supporting documents, approvals, contracts, vouchers, receipts, bank records, procurement documents, and financial reports.

Access to financial files shall be limited to authorized personnel, and files shall be protected against loss, damage, unauthorized alteration, or unauthorized disclosure.

8. Asset and Inventory Management

8.1 Purpose

The purpose of this chapter is to ensure that all assets acquired or controlled by TESFA are properly recorded, safeguarded, utilized efficiently, maintained in good condition, and disposed of in a transparent and accountable manner.

8.2 Scope

This chapter applies to all tangible and intangible assets owned, leased, donated, or otherwise controlled by TESFA, regardless of the funding source.

8.3 Asset Acquisition

Assets may be acquired through:

1. Donor-funded procurement.
2. Organizational procurement.
3. Donations.
4. Grants.
5. Transfers from partner organizations.

All assets shall be acquired in accordance with TESFA's Procurement Procedures and applicable donor requirements.

8.4 Asset Register

TESFA shall maintain an up-to-date Asset Register.

The Asset Register shall include, at a minimum:

1. Asset identification number.
2. Description of the asset.
3. Serial number (where applicable).
4. Funding source.
5. Date of acquisition.
6. Purchase cost or estimated value.
7. Location.



8. Custodian or responsible person.
9. Condition of the asset.
10. Disposal details, where applicable.

8.5 Asset Identification

Each significant asset shall be assigned a unique asset identification number.

Where practicable, durable asset tags shall be affixed to organizational assets.

8.6 Custody and Use of Assets

Staff members and volunteers entrusted with organizational assets shall:

1. Use assets only for official purposes.
2. Protect assets from theft, loss, misuse, or damage.
3. Report any damage or loss immediately.
4. Return organizational assets upon completion of their assignment or termination of service.

8.7 Inventory Management

TESFA shall maintain inventory records for consumable supplies and other inventory items.

Inventory records shall include quantities received, issued, and remaining balances.

Periodic stock verification shall be conducted to ensure inventory accuracy.

8.8 Physical Verification

A physical verification of organizational assets shall be conducted at least once each financial year.

Any discrepancies shall be investigated and reported to the Board of Directors.

8.9 Maintenance of Assets

TESFA shall ensure that organizational assets are properly maintained to maximize their useful life.

Routine maintenance shall be carried out as necessary, and maintenance records shall be maintained for major assets.

8.10 Asset Disposal

Assets may be disposed of through sale, donation, transfer, recycling, or destruction where appropriate.

Disposal shall be approved in accordance with the Delegation of Financial Authority and applicable donor requirements.

Complete records of asset disposal shall be maintained.

8.11 Lost, Damaged or Stolen Assets

Any loss, theft, or damage of organizational assets shall be reported immediately to the CEO.

An investigation shall be conducted to determine the circumstances and appropriate corrective action.

Where appropriate, the matter shall be reported to the Board of Directors, donors, insurers, or relevant authorities.

8.12 Distribution of Donated Items

Assistive devices, relief items, or other materials procured for distribution to beneficiaries shall not be recorded as organizational fixed assets after distribution.

TESFA shall maintain complete distribution records including beneficiary lists, acknowledgement receipts, distribution reports, and supporting documentation to demonstrate that such items were delivered to the intended beneficiaries in accordance with donor agreements.

9. Internal Controls and Fraud Prevention

9.1 Purpose

The purpose of internal controls is to safeguard TESFA's financial resources, ensure the accuracy and reliability of financial information, promote operational efficiency, ensure compliance with applicable laws, donor requirements, and organizational policies, and prevent fraud, corruption, misuse, or loss of organizational assets.

9.2 Internal Control Principles

TESFA shall maintain an effective system of internal controls based on the following principles:

1. Accountability.
2. Transparency.
3. Segregation of duties.
4. Proper authorization.
5. Adequate documentation.
6. Independent review.
7. Timely reporting.
8. Continuous monitoring.

9.3 Authorization and Approval

All financial transactions shall require appropriate authorization before commitment or payment.

Approvals shall be exercised in accordance with the Delegation of Financial Authority Matrix contained in Annex I.

No person shall approve a transaction that directly benefits themselves.

9.4 Segregation of Duties

To minimize the risk of fraud and error, financial responsibilities shall be separated as far as practicable.

The following functions should be performed by different individuals whenever possible:

1. Requesting expenditures.

2. Approving expenditures.
3. Procuring goods and services.
4. Receiving goods or services.
5. Processing payments.
6. Recording accounting transactions.
7. Reconciling bank accounts.

Where staffing limitations prevent full segregation of duties, compensating controls such as increased supervision, documented reviews, and Board oversight shall be implemented.

9.5 Conflict of Interest

All Board members, staff, volunteers, consultants, and committee members shall avoid actual, potential, or perceived conflicts of interest in financial and procurement matters.

Any conflict of interest shall be disclosed immediately, and the individual concerned shall not participate in the related decision-making process.

9.6 Fraud and Corruption

TESFA adopts a zero-tolerance approach to fraud, corruption, theft, bribery, embezzlement, forgery, falsification of records, misuse of funds, and any other form of financial misconduct.

Any suspected or confirmed case shall be investigated promptly and appropriate disciplinary, legal, or administrative action shall be taken.

9.7 Reporting Financial Misconduct

Any person who suspects fraud, corruption, financial irregularities, or misuse of organizational resources shall report the matter immediately through the reporting mechanisms established under TESFA's Complaints, Feedback and Whistleblowing Policy.

Reports made in good faith shall be treated confidentially, and whistleblowers shall be protected from retaliation in accordance with TESFA's policies.

9.8 Monitoring and Compliance

The CEO and the Treasurer shall monitor compliance with this Policy through periodic reviews of financial transactions, procurement activities, accounting records, and supporting documentation.

The Board of Directors may conduct or commission additional reviews whenever necessary.

9.9 Corrective Actions

Where weaknesses, errors, or non-compliance are identified, TESFA shall implement appropriate corrective actions, including:

1. Recovery of funds where applicable.
2. Strengthening internal controls.
3. Additional staff or volunteer training.
4. Revision of procedures.
5. Disciplinary action where appropriate.
6. Reporting to donors or relevant authorities where required.

9.10 Anti-Money Laundering and Countering the Financing of Terrorism

TESFA shall not knowingly accept, use, or transfer funds derived from unlawful activities or for purposes inconsistent with its mission.

The Association shall exercise reasonable due diligence in managing financial resources and shall comply with applicable laws and donor requirements relating to anti-money laundering and countering the financing of terrorism.

10. Audit and Compliance

10.1 Purpose

The purpose of this chapter is to ensure that TESFA maintains high standards of accountability, transparency, and compliance through regular financial reviews, independent audits, and adherence to applicable laws, donor agreements, and organizational policies.

10.2 Internal Financial Reviews

The CEO and the Treasurer shall periodically review the Association's financial records, accounting procedures, procurement processes, bank reconciliations, asset registers, and supporting documentation to ensure compliance with this Policy.

The Board of Directors may establish an Audit or Finance Committee, or assign designated Board members, to conduct additional financial oversight where appropriate.

10.3 External Audit

TESFA shall arrange for an independent external audit whenever required by:

1. Ethiopian laws or regulations;
2. Donor agreements;
3. The Board of Directors; or
4. Other applicable legal or contractual requirements.

External auditors shall have unrestricted access to financial records, supporting documents, assets, and relevant personnel necessary to conduct the audit.

10.4 Donor Financial Reviews

TESFA shall cooperate fully with financial reviews, audits, monitoring visits, inspections, and assessments conducted by donors or their authorized representatives.

All requested financial records and supporting documents shall be made available in a timely manner, subject to confidentiality and applicable legal requirements.

10.5 Management Response

Following an audit or financial review, the CEO shall prepare a management response and action plan addressing the findings and recommendations.

Implementation of agreed corrective actions shall be monitored and reported to the Board of Directors until completed.

10.6 Compliance with Laws and Regulations

TESFA shall comply with all applicable Ethiopian laws and regulations governing financial management, taxation, employment, procurement, banking, and civil society organizations.

Where donor agreements establish additional financial requirements, TESFA shall comply with those requirements unless prohibited by applicable law.

10.7 Compliance with Organizational Policies

All financial activities shall comply with this Financial and Accounting Policy and other relevant TESFA policies, including the:

1. Bylaws;
2. Procurement Policy;
3. Code of Conduct;
4. Human Resource Policy;
5. Complaints, Feedback and Whistleblowing Policy;
6. Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) Policy; and
7. Any other applicable organizational policies approved by the Board.

10.8 Corrective and Preventive Actions

Where non-compliance, weaknesses, or deficiencies are identified, TESFA shall implement appropriate corrective and preventive actions.

Progress on implementation shall be monitored by the CEO and reported to the Board of Directors until all agreed actions have been completed.

10.9 Access to Financial Records

Authorized representatives of the Board of Directors, external auditors, regulatory authorities, and donors shall have reasonable access to TESFA's financial records for legitimate oversight, audit, monitoring, or compliance purposes, subject to confidentiality obligations and applicable legal requirements.

11. Final Provisions

11.1 Implementation of the Policy

The Chief Executive Officer (CEO) shall be responsible for the implementation and day-to-day administration of this Policy.

The Board of Directors shall provide oversight to ensure compliance with this Policy and shall take appropriate action where non-compliance is identified.

All Board members, employees, volunteers, consultants, and other persons acting on behalf of TESFA shall familiarize themselves with and comply with this Policy.

11.2 Training and Awareness

TESFA shall provide appropriate orientation and periodic training to Board members, staff, volunteers, and other relevant persons on the implementation of this Policy.

Training shall promote sound financial management practices, accountability, internal controls, fraud prevention, and compliance with donor requirements.

11.3 Policy Review

This Policy shall be reviewed at least once every three (3) years or earlier where necessary due to:

1. Changes in applicable laws or regulations;
2. Changes in donor requirements;
3. Organizational restructuring;
4. Audit recommendations;
5. Significant operational changes; or
6. Resolution of the Board of Directors.

11.4 Amendments

Any amendment to this Policy shall require approval by the Board of Directors.

All amendments shall be documented, dated, and communicated to relevant stakeholders before becoming effective.

11.5 Interpretation

Questions concerning the interpretation or application of this Policy shall be referred to the Chief Executive Officer.

Where necessary, the CEO shall seek guidance from the Treasurer or the Board of Directors.

In the event of any inconsistency between this Policy and a donor agreement, the applicable law or donor agreement shall prevail to the extent of the inconsistency.

11.6 Exceptions

Any exception to this Policy shall:

1. Be justified in writing;
2. Be approved by the appropriate authority under the Delegation of Financial Authority;
3. Comply with applicable laws and donor requirements; and
4. Be properly documented.

11.7 Related Documents

This Policy shall be read together with the following TESFA governance documents:

1. TESFA Bylaws;
2. Procurement Policy;
3. Human Resource Policy;
4. Code of Conduct Policy;
5. Complaints, Feedback and Whistleblowing Policy;
6. Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) Policy;
7. Risk Management Policy (when developed);
8. Asset Management Procedures; and
9. Other policies approved by the Board of Directors.

11.8 Effective Date

This Financial and Accounting Policy shall become effective on the date of its approval by the Board of Directors and shall remain in force until amended or replaced.

Annex I: Financial Delegation of Authority Matrix

1. Purpose

This Financial Delegation of Authority Matrix establishes the levels of financial authority within TESFA Refugees with Disabilities Association (TESFA). It defines who may initiate, review, approve, and authorize financial transactions and establishes appropriate separation of duties and financial controls.

The delegation of authority is intended to facilitate efficient day-to-day operations while maintaining accountability, transparency, internal control, and oversight by the Board of Directors.

2. General Principles

The following principles shall apply to all financial transactions:

1. All expenditures shall be within an approved organizational or project budget, unless otherwise specifically authorized.
2. Financial authority shall be exercised only within the limits delegated under this Matrix.
3. Approval authority and bank-signing authority are separate functions. Approval of an expenditure does not automatically authorize an individual to transfer funds from a TESFA bank account.
4. All expenditures shall comply with TESFA's Financial and Accounting Policy, Procurement Policy, applicable laws, and relevant donor requirements.
5. No individual shall approve their own personal expenses, claims, advances, or payments.
6. Wherever practicable, the functions of requesting, reviewing, approving, paying, and recording a transaction shall be separated among different persons.
7. Transactions shall not be divided, split, or artificially structured into smaller amounts for the purpose of avoiding an approval or procurement threshold.
8. Any conflict of interest shall be declared before a person participates in a procurement, financial approval, or payment decision.
9. Donor requirements shall prevail where a donor agreement establishes a stricter financial or procurement requirement.
10. Delegated authority does not remove the ultimate fiduciary responsibility of the Board of Directors for the Association's financial resources.

3. Financial Authority Levels

The following authority levels shall apply to TESFA's financial transactions:

Authority Level	Financial Limit	Primary Authority	Key Responsibility
Project Coordinator	Up to USD 2,000	May approve eligible project expenditures within an approved project budget and delegated authority.	Day-to-day project expenditure, activity-related costs, and implementation needs.
Chief Executive Officer (CEO)	Up to USD 50,000	May approve organizational and project expenditures within approved budgets and delegated authority.	Overall operational and financial management of the Association.
President + Treasurer	USD 50,001–70,000	Joint approval for major financial commitments within approved organizational or project budgets.	Major organizational expenditures and financial commitments.
Board of Directors	Above USD 70,000	Board approval is required before the Association enters into the financial commitment.	Major, high-value, strategic, or exceptional financial decisions.
General Assembly	As reserved under the Bylaws	Approval of matters specifically reserved for the General Assembly under the TESFA Bylaws.	Ultimate governance oversight on matters reserved to the General Assembly.

Note: The financial limits above apply to the total value of the transaction or commitment and shall not be interpreted as permission to bypass procurement, budgeting, documentation, or donor requirements.

4. Separation of Approval and Bank Authorization

Approval of a financial transaction and authorization of a bank payment are separate responsibilities.

TESFA's bank account shall be operated in accordance with the requirements of the relevant bank and the names of the authorized bank signatories registered with the bank.

Where the bank account requires the President and Treasurer to authorize transactions, they shall remain the authorized bank signatories regardless of which officer approved the underlying expenditure.

Accordingly:

1. A Project Coordinator may approve an eligible project expenditure within the delegated limit, but shall not independently transfer funds from the TESFA bank account.
2. The CEO may approve eligible expenditures within the CEO's delegated authority, but bank transfers shall be executed only by the authorized bank signatories.
3. The President and Treasurer shall authorize bank transfers in accordance with the bank mandate and this Policy.
4. Bank signatories shall verify that the underlying payment has been properly approved and supported by appropriate documentation before authorizing the transfer.
5. No bank signatory shall authorize a payment for their own personal benefit without independent approval in accordance with this Policy.

5. Transaction Approval and Control Matrix

Authority	Initiate	Review/ Verify	Approve	Payment/ Bank Authorization
Project Coordinator	Yes	Finance/ Admin or designated reviewer	Project Co-ordinator, within USD 2,000	Authorized bank signatories in accordance with the bank mandate
CEO	Yes	Finance/ Admin or designated reviewer	CEO, within USD 50,000	Authorized bank signatories in accordance with the bank mandate
President + Treasurer	Where appropriate	Finance/ Admin or designated reviewer	Jointly, USD 50,001–70,000	President + Treasurer, subject to the bank mandate
Board of Directors	As appropriate	Finance/ CEO and relevant committee	Board of Directors, above USD 70,000	Authorized bank signatories in accordance with the bank mandate

6. Small and Routine Operational Expenditures

To facilitate efficient implementation of projects and routine organizational activities, low-value expenditures may be approved under the delegated limits without requiring prior Board approval, provided that:

1. the expenditure is included in an approved budget;
2. the expenditure is necessary for the approved activity or organizational operation;
3. applicable procurement procedures are followed;
4. adequate supporting documentation is obtained;
5. the transaction is properly recorded; and
6. the expenditure is not divided into multiple transactions to avoid an approval threshold.

Where appropriate, petty cash may be used for small routine expenditures in accordance with the petty cash procedures established in this Policy.

7. Expenditures Outside the Approved Budget

An expenditure outside an approved organizational or project budget shall not be authorized solely on the basis of the financial limit in this Matrix.

Such expenditure shall require appropriate budget authorization, budget revision, donor approval, or Board approval, as applicable.

Where donor approval is required, the expenditure shall not be incurred until the required donor approval has been obtained.

8. Personal Expenses and Conflicts of Interest

No person shall approve, verify, or authorize payment of their own personal expenses.

Where an authorized officer is the beneficiary of a payment, the transaction shall be reviewed and approved by another person with appropriate authority.

Any person with an actual, potential, or perceived conflict of interest shall disclose the conflict and shall not participate in the related procurement or financial decision unless expressly permitted under TESFA's applicable policies.

9. Procurement Requirements

Financial approval under this Matrix does not replace procurement requirements.

All purchases shall comply with TESFA's Procurement Policy and applicable donor requirements.

The appropriate procurement method shall be determined based on the total value and nature of the procurement.

Procurement thresholds shall not be avoided by splitting a purchase, contract, or related series of transactions.

10. Emergency Expenditures

In exceptional circumstances where immediate expenditure is necessary to protect life, safety, organizational assets, or continuity of an essential activity, the CEO may authorize an emergency expenditure within the CEO's delegated authority.

Where prior approval is not reasonably possible, the expenditure shall be documented and reported to the appropriate authority as soon as practicable.

Emergency procurement shall still comply with applicable donor and legal requirements to the extent possible.

11. Board Oversight

The Board of Directors shall maintain oversight of TESFA's financial management and shall receive regular financial reports from management.

The Board may:

1. review financial performance and budget implementation;
2. review significant expenditures and commitments;
3. request supporting documentation;
4. require corrective action where financial controls are inadequate;
5. suspend or withdraw delegated authority where necessary; and
6. approve financial transactions specifically reserved for the Board under this Policy or the Bylaws.

12. Delegation During Absence

Where an authorized officer is temporarily unavailable, their authority may be delegated in writing to another qualified person, subject to:

1. the delegated authority being documented;
2. the delegation being limited to the period and functions specified;
3. the delegated authority not exceeding the original authority level;
4. appropriate separation of duties being maintained; and
5. Board or CEO approval where required by this Policy.

No temporary delegation shall alter the authorized bank signatories unless the bank mandate is formally changed in accordance with the bank's requirements.

13. Suspension or Withdrawal of Delegated Authority

The Board of Directors or CEO, as appropriate, may suspend or withdraw delegated financial authority where there is evidence of:

- financial misconduct;
- fraud or suspected fraud;
- serious conflict of interest;
- repeated non-compliance with financial procedures;

- misuse of organizational resources; or
- any other serious breach of TESFA policies.

Any suspension or withdrawal shall be documented and communicated to the affected person and relevant financial personnel.

14. Review of Delegated Authority

This Matrix shall be reviewed periodically and whenever there is:

1. a significant change in TESFA's organizational structure;
2. a change in banking arrangements;
3. a significant increase in the Association's budget or operations;
4. a change in applicable law or donor requirements;
5. an audit recommendation affecting financial authority; or
6. a decision of the Board of Directors.

Any amendment to the financial delegation limits shall be approved by the Board of Directors unless the Bylaws require approval by the General Assembly.

15. Summary of Approval Limits

For ease of reference, the approved financial authority limits are summarized below:

Authority	Maximum Delegated Approval
Project Coordinator	USD 2,000
Chief Executive Officer (CEO)	USD 50,000
President + Treasurer	USD 70,000
Board of Directors	Above USD 70,000
General Assembly	Matters reserved under the Bylaws

16. Important Control Statement

The authority limits in this Matrix are approval limits, not bank-signing limits.

The authority to approve an expenditure does not confer authority to independently operate or transfer funds from a TESFA bank account. Bank transactions shall be conducted only by persons formally authorized under the Association's bank mandate.

All financial transactions shall be supported by appropriate documentation and shall be subject to the applicable budgeting, procurement, accounting, and reporting requirements.

17. Approval and Effective Date

This Financial Delegation of Authority Matrix forms an integral part of the TESFA Financial and Accounting Policy and is approved as part of the Policy by the Board of Directors.

The signatures and dates appearing on the official Approval Page of this Policy constitute the formal approval of this Annex.

Effective Date: 08/08/2026

Version: 1.0

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Annex II: Procurement Thresholds

The following procurement thresholds shall apply unless otherwise specified by donor agreements or applicable laws.

Estimated Value (USD)	Procurement Method	Approval Authority
Up to 500	Direct Purchase (market survey or one quotation)	Project Coordinator / CEO
501 – 5,000	Minimum of three written quotations	CEO
Above 5,000	Competitive Bidding	President and Treasurer with Board oversight where applicable
Any Value	Single Source Procurement (only in exceptional circumstances with written justification)	CEO and President

General Rules

1. Procurement shall not be split to avoid procurement thresholds.
2. Donor procurement rules shall prevail where they are more restrictive.
3. Every procurement shall be adequately documented.
4. Conflicts of interest shall be declared before participating in procurement decisions.

Annex III: Payment Voucher (F-01)

TESFA REFUGEES WITH DISABILITIES ASSOCIATION	
PAYMENT VOUCHER	
Voucher No.	
Date	
Project	
Budget Line	
Payee Name	
Address / Telephone	
Purpose of Payment	
Amount (Figures)	
Amount (Words)	
Mode of Payment	Cash ☐ Cheque ☐ Bank Transfer ☐
Supporting Documents	Invoice ☐ Receipt ☐ Purchase Order ☐ Contract ☐ Other ☐

Prepared By	Signature	Date
Verified By	Signature	Date
Approved By	Signature	Date
Received By	Signature	Date

Annex IV: Receipt Voucher (F-02)

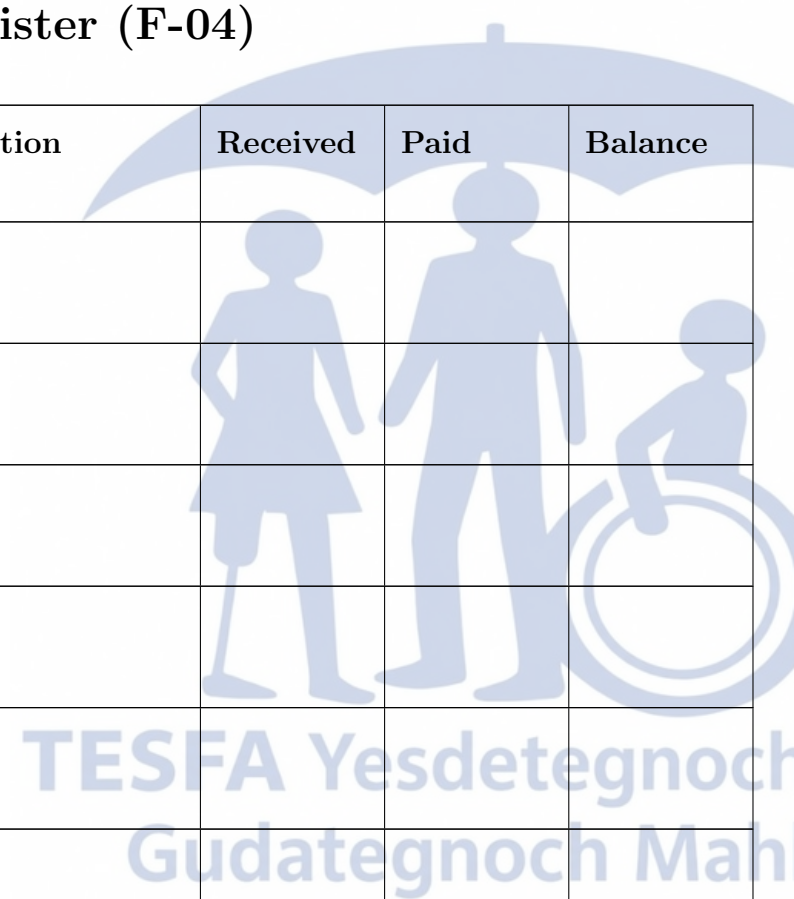
TESFA REFUGEES WITH DISABILITIES ASSOCIATION	
RECEIPT VOUCHER	
Receipt Voucher No.	
Date	
Received From	
Address / Telephone	
Project (if applicable)	
Purpose of Receipt	
Mode of Receipt	Cash ☐ Cheque ☐ Bank Transfer ☐
Amount (Figures)	
Amount (Words)	
Bank / Cash Account	
Remarks	

Prepared By	Signature	Date
Verified By	Signature	Date
Approved By	Signature	Date
Received By	Signature	Date

Annex V: Petty Cash Voucher (F-03)

TESFA REFUGEES WITH DISABILITIES ASSOCIATION	
PETTY CASH VOUCHER	
Voucher No.	
Date	
Project	
Budget Line	
Paid To	
Purpose of Payment	
Amount (Figures)	
Amount (Words)	
Supporting Documents	Receipt ☐ Invoice ☐ Other ☐
Remarks	

Prepared By	Signature	Date
Approved By	Signature	Date
Received By	Signature	Date
Petty Cash Castodian	Signature	Date

Annex VI: Petty Cash Register (F-04)


No.	Date	Voucher No.	Description	Received	Paid	Balance

Prepared By	
Checked By	
Approved By	

Annex VII: Bank Reconciliation Statement (F-05)

BANK RECONCILIATION STATEMENT	
Bank Name	
Account Number	
Statement Date	
Balance as per Bank Statement	
Add: Outstanding Deposits	
Less: Outstanding Cheques	
Adjusted Bank Balance	
Balance as per Cash Book	
Difference	
Explanation of Difference	

Prepared By	Signature	Date
Reviewed By	Signature	Date
Approved By	Signature	Date

Annex VIII: Purchase Requisition Form (F-06)

Requisition No.	
Date	
Department	
Project	
Requested By	
Reason for Purchase	

No	Item Description	Qty	Unit	Estimated Cost

Requested By	Signature	Date
Verified By	Signature	Date
Approved By	Signature	Date

Annex IX: Request for Quotations (F-07)

RFQ Number	
Date	
Project	
Closing Date	
Requested By	
Description of Goods/Services	

No.	Item Description	Qty	Unit	Remarks

Suppliers Invited

1. _____
2. _____
3. _____

Annex X: Quotation Evaluation Form (F-08)

Evaluation No.	
Date	
Project	
Evaluation Committee	

Criteria	Supplier A	Supplier B	Supplier C
Price			
Quality			
Delivery Time			
Experience			
Warranty			
Total Score			

Recommended Supplier:

Committee Member	Signature	Date

Annex XI: Purchase Order (F-09)

TESFA REFUGEES WITH DISABILITIES ASSOCIATION	
PURCHASE ORDER	
Purchase Order No.	
Date	
Supplier Name	
Supplier Address	
Telephone / Email	
Project	
Delivery Address	
Required Delivery Date	

No.	Item Description	Qty	Unit	Unit Price	Total Price
Grand Total					

Prepared By	Signature	Date
Approved By	Signature	Date
Supplier Acceptance	Signature	Date

Annex XII: Goods Received Note (F-10)

TESFA REFUGEES WITH DISABILITIES ASSOCIATION	
GOODS RECEIVED NOTE	
GRN No.	
Purchase Order No.	
Supplier	
Project	
Delivery Date	
Received By	

No.	Item Description	Qty Ordered	Qty Received	Condition	Remarks

Goods received are:

☐ Complete ☐ Partially Complete ☐ Damaged

Received By	Signature	Date
Verified By	Signature	Date
Approved By	Signature	Date

Annex XIII: Fixed Asset Register (F-11)

No.	Asset ID	Description	Serial No.	Purchase Date	Cost (USD)	Location	Condition

Prepared By	Signature	Date
Verified By	Signature	Date
Approved By	Signature	Date

Annex XIV: Inventory Register (F-12)

No.	Date	Item Description	Received	Issued	Balance	Remarks

Storekeeper	Signature	Date
Verified By	Signature	Date
Approved By	Signature	Date

Annex XV: Budget Monitoring Report (F-13)

Project	
Reporting Period	
Prepared By	
Date	

Budget Line	Approved Budget	Actual Expenditure	Variance	Remarks
Total				

Prepared By	Signature	Date
Reviewed By	Signature	Date
Approved By	Signature	Date

Annex XVI: Travel and Expense Claim Form (F-14)

Staff/Volunteer Name	
Position	
Project	
Donor/Funding Source	
Travel Purpose	
Destination	
Departure Date	
Return Date	

Expense Item	Amount (USD)	Amount (ETB)	Remarks
Transport			
Accommodation			
Meals			
Communication			
Other			
Total			

Claimed By	Signature	Date
Verified By	Signature	Date
Approved By	Signature	Date

Annex XVII: Volunteer Incentive Register (F-15)

No.	Name	Activity	Days	Rate	Amount	Signature

Prepared By	Signature	Date
Verified By	Signature	Date
Approved By	Signature	Date

[illegible]

[illegible][illegible]

Annex XX: Advance Request Form (F-18)

Advance Request No.	
Date	
Staff/Volunteer Name	
Position	
Project	
Donor	
Purpose of Advance	
Amount Requested (USD)	
Expected Date of Liquidation	

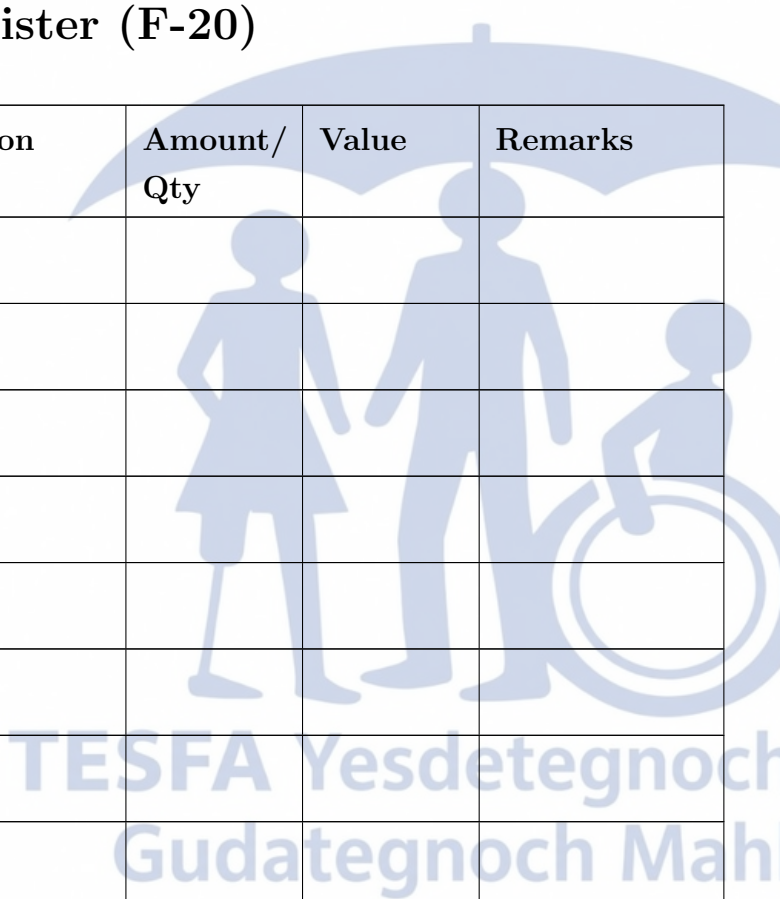
Requested By	Signature	Date
Verified By	Signature	Date
Approved By	Signature	Date

[illegible]

Liquidation No.	
Advance Voucher No.	
Staff/Volunteer Name	
Project	
Date	

Expense Description	Amount (USD)	Remarks
Total Expenses		
Advance Received		
Balance Refund / Additional Payment		

Submitted By	Signature	Date
Verified By	Signature	Date
Approved By	Signature	Date

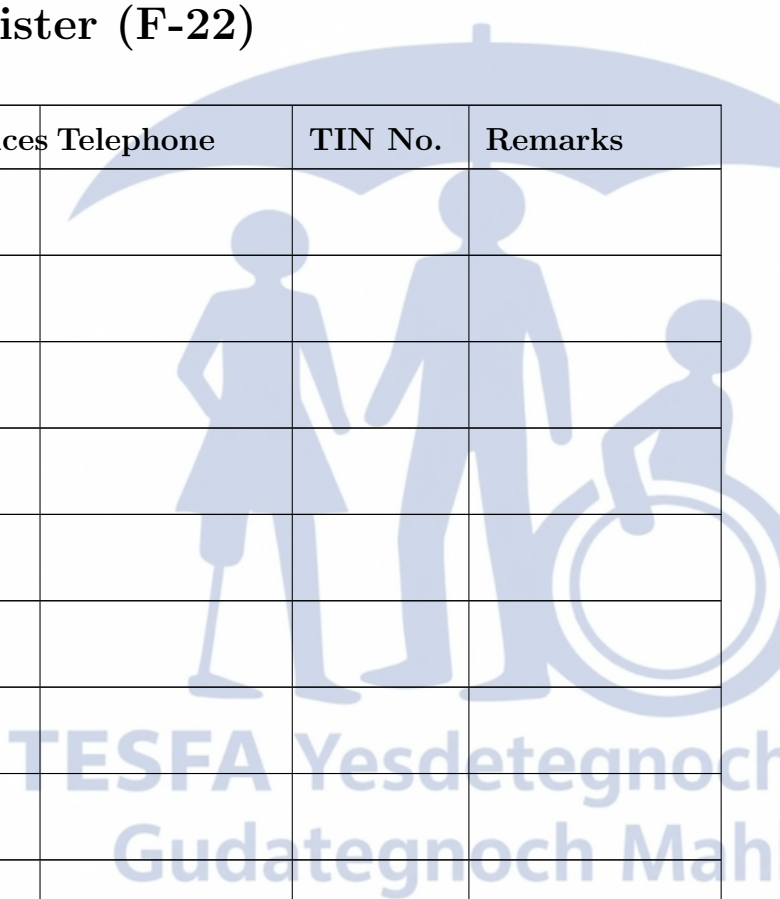
Annex XXII: Donation Register (F-20)


No.	Date	Donor	Donation Type	Amount/ Qty	Value	Remarks

Annex XXIII: Attendance Register (F-21)

Activity	
Project	
Venue	
Date	
Facilitator	

No.	Name	Organization/ Member ID	Telephone	Signature

Annex XXIV: Supplier Register (F-22)

No.	Supplier Name	Goods/Services	Telephone	TIN No.	Remarks

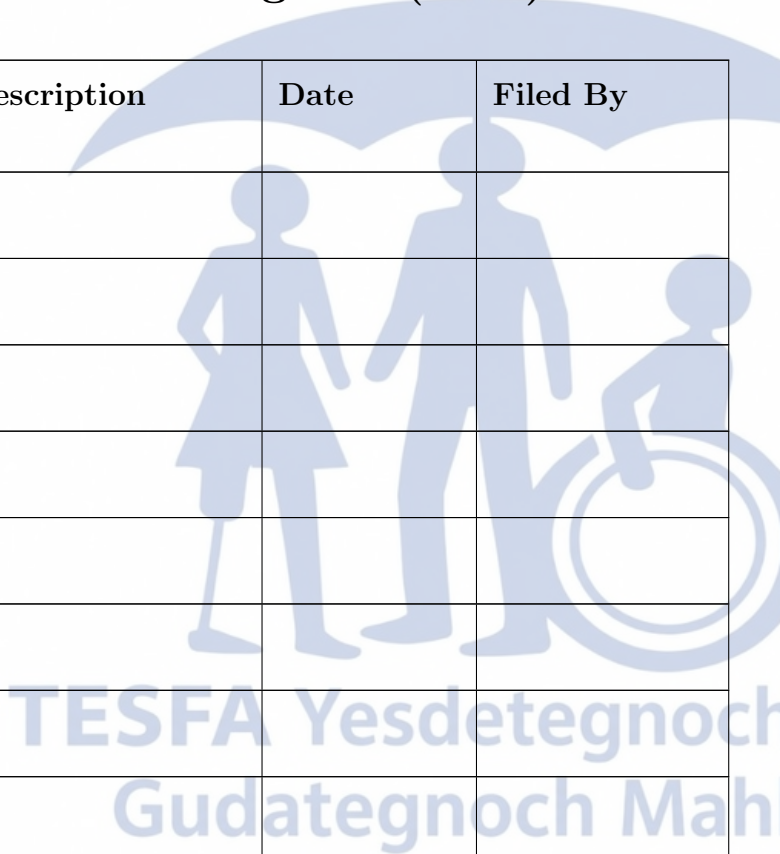
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Annex XXVI: Cash Count Sheet (F-24)

Date	
Cashier	
Cash Counted By	
Location	

Denomination	Quantity	Amount
1000		
500		
200		
100		
50		
10		
5		
Coins		
Total Cash		

Counted By	Signature
Verified By	Signature

Annex XXVII: Financial Document Register (F-25)


No.	Document Type	Reference No.	Description	Date	Filed By

Record Retention Schedule

TESFA shall maintain financial and administrative records in an organized, secure, and accessible manner. Unless otherwise required by Ethiopian law, donor agreements, or contractual obligations, records shall be retained for at least the periods indicated below.

Document	Minimum Retention Period
Accounting records and ledgers	10 Years
Payment and Receipt Vouchers	10 Years
Bank Statements	10 Years
Contracts and Agreements	10 Years after completion
Payroll and Volunteer Incentive Records	10 Years
Procurement Documents	10 Years
Fixed Asset Register	Life of asset + 5 Years
Inventory Records	10 Years
Audit Reports	Permanently
Donor Reports	Permanently
Board Financial Decisions	Permanently
Financial Policies and Previous Versions	Permanently

Revision History

Version	Date	Description of Changes	Approved By
1.0	2026	Initial Financial and Accounting Policy	Board of Directors

Distribution List

The official copy of this Financial and Accounting Policy shall be distributed to:

- Board of Directors
- President
- Treasurer
- Chief Executive Officer (CEO)
- Finance and Administration Officer
- Project Coordinators
- Internal Auditor
- External Auditors (upon request)
- Donors and Partners (upon request)



Closing Statement

This Financial and Accounting Policy is adopted by the Board of Directors of TESFA Refugees with Disabilities Association to ensure sound financial management, accountability, transparency, and compliance with applicable laws, donor requirements, and internationally recognized principles of good governance.

All Board members, employees, volunteers, consultants, and persons handling TESFA resources shall comply with this Policy. Failure to comply may result in disciplinary measures and other actions in accordance with the Association's Bylaws and applicable laws.

This Policy shall remain in force until amended or replaced by resolution of the Board of Directors.



— End of Financial and Accounting Policy —