FINANCIAL POLICY

SPIRITAN CENTRE FOR EMPOWERMENT AND HUMANITARIAN SUPPORT (SCEHS), MAKURDI

December 2025

TABLE OF CONTENT

1. Purpose

This financial policy shall serve as a guide for the Governing Council (GC) and the Finance Committee on the proper procedures and standards of conduct for managing the finances of the Spiritan Centre for Empowerment and Humanitarian Support, Makurdi- SCEHS.

2. Accounting Procedures

a) Day-to-day accounting will be the responsibility of the Financial Administrator under the supervision of the Executive Director and will follow generally accepted accounting principles.

b) The organisation will use the accrual basis of accounting whereby income and expenses are identified at the end of each month. All expenses will be counted as a current-month expense and accrued at the end of the month when books close.

c) Income will always be recorded in the month it was earned or pledged.

d) At the end of the fiscal year, all expenses from the 12 months of the fiscal year will be accrued in the year-end financial statements. The year-end books will close not later than 30 days after the end of the fiscal year.

e) Journal entries will be made by the Financial Administrator and approved by the Executive Director. Entries may include expenses by staff that are necessary to the operation of the organisation. Expenses should receive the approval of the Executive Director before incurring same

f) Bank statements are to be reviewed and reconciled with the accounts by the Financial Administrator within one week of receipt. The Executive Director will approve reconciliation once completed.

g) Monthly books close at the end of the month and are filed electronically and on paper within the week following the end of the month. Paper reports must be signed and dated by the Executive Director before being filed.

h) Audited Statement of Accounts shall be prepared in accordance with accounting principles and standards issued by the Financial Reporting Council of Nigeria from time to time

i) Copies of monthly reports will be shared with members of the GC as part of the financial report prior to GC meetings.

3. Internal Controls

a) The Treasurer, on behalf of the Finance Committee and, with approval of the GC, will provide direction and oversight regarding accounting practices and financial planning for the organisation. The Executive Director will ensure the procedures set out in the Financial Policy are carried out by supervising the duties of the Financial Administrator whose tasks are governed by the Financial Policy.

b) The Executive Director will provide the GC with monthly financial reports at meetings and copies of all financial documents to the Finance Committee for budgetary purposes and accountability.

c) All employees and the GC are expected to use good judgement to adhere to ethical standards. All parties are expected to recognize and avoid any conflict of interest. In the event a conflict of interest is identified the member or employee shall work with the Executive Director and GC to identify an appropriate solution. Members and employees can complete a disclosure report that identifies any type of conflict of interest they anticipate may occur or already have occurred.

d) All financial documents are to be stored on password protected computers and in locked filing cabinets.

4. Financial Planning

a) An annual budget will be prepared by the Finance Committee annually and presented to the GC by the Treasurer prior to the start of the fiscal year. The budget will require acceptance of the GC and must be distributed to the members at least 14 days before the AGM for approval at the AGM.

b) At the AGM, an Accountant must be appointed by ordinary resolution as an Auditor of the Organisation's accounts. Before making recommendations to the GC for appointment as an Auditor, the Audit Committee must ensure that the accountant meets the following conditions: The Accountant must:

i. Be an independent professional body; that is a firm of Chartered Accountants licensed by the Institute of Chartered Accountants of Nigeria (ICAN) or the Association of National Accountants of Nigeria (ANAN);

ii. Be in good standing with the Financial Reporting Council of Nigeria (FRCN);

iii. Meet any other qualification(s) as may be prescribed by extant Nigerian laws, Rules and Regulations from time to time; and

iv. Be independent of the Organization, its affiliates, director, or officers.

5. Financial Reporting

a) In accordance with applicable Nigerian Anti-Money Laundering and Combating the Financing of Terrorism (AML/CFT) laws and regulations, the Financial Administrator and/or Executive Director shall, upon the approval of the GC, promptly report all transactions exceeding the prescribed monetary thresholds (as set forth in the prevailing AML/CFT laws) to the relevant government authorities.

b) In the course of donor screening, where the Organisation identifies any suspicious dealings or transactions, the Executive Director and/or Financial Administrator shall, upon obtaining the approval of the GC, promptly report such activities to the appropriate authorities, including the Nigerian Financial Intelligence Unit (NFIU) and the Economic and Financial Crimes Commission (EFCC).

c) In compliance with statutory filing obligations, the Organisation shall ensure that the Bi-Annual Statement of Affairs is submitted to the Corporate Affairs Commission (CAC) every six (6) months, and that Annual Returns are duly filed with the CAC at the end of each fiscal year.

6. Income

a) All income will be receipted in accordance with standard practices.
b) If income requires a bank deposit, it will be made within one week by the Financial Administrator.
c) The Executive Director with approval of the GC will set the goals for the fiscal year. This goal will allow the Finance Committee to prepare an Annual budget.

7. Expenses

a) All employees will be remunerated based a salaried arrangement and funds will be disbursed on a monthly schedule and are subject to appropriate deductions (e.g. taxation, pension, benefits, contribution, etc.)

b) All expenses related to the operation of the Organisation will be submitted to the Financial Administrator and released upon approval of the Executive Director. All applications for reimbursement for expenses incurred will be filed with that month's financial report.

c) All Expenses of the organisation of a capital nature below N5,000,000 (Five Million Naira) can be approved by the Executive Director. However, expenses amounting to N5,000,000 (Five Million Naira) or above will require approval of the GC. A bill and receipt will be required and filed with that month's financial report.

d) All expenses will be individually accounted on monthly financial statements and consolidated on year-end reports, budgets, or audited financial statements using standard accounting practices.

e) Expenses incurred by employees and members of the GC should be made following consultation with the Executive Director to ensure they are reasonable. The individual is responsible for upholding this process and filing an expense claim; failure to do so may result in non-payment.

8. **Review**

a. The Finance Committee may review and submit the revised Financial Policy to the GC where the need arises, provided that there shall only be a single review per annum prior to the AGM.

b. The Financial Policy will require acceptance, by ordinary resolution of the GC before presenting same for approval at the AGM.

c. It shall be the responsibility of the Executive Director to oversee the administration of the procedures of the Financial Policy.

CERTIFICATE OF SECRETARY

I, Fr. John Tavershima **AGBERAGBA**, C.S.Sp, certify that I am the current elected Secretary of this Organization, and the above is the Financial Policy of this Organization as adopted by the Governing Council on this 20th day of December, 2025, and that they have not been amended or modified since the above.

EXECUTED on this 20th day of December, 2025, in Makurdi, Benue State.

Secretary's_Signature

Status: Approved by the Governing Council

Chairperson – Fr. Samuel Terwase **UDOGBO**, C.S.Sp
Sign and Seal: