



HANDS OF GOLD
FOUNDATION
STRENGTH OF GOD

Policy Manual

Financial & Asset Management Policy

2021

Company Values & Culture

Established in September 2020 in Accra, Ghana, the Hands of Gold Foundation is dedicated to supporting women and children facing hardship. Through our programs in education, hunger relief, medical support, and business empowerment, we strive to create lasting positive change in the lives of our beneficiaries.

Our Mission

Providing the necessary material and financial assistance while relaying hope, inspiration, and a renewed sense of purpose to women and children in need.

Our Vision

A leading provider of support that guarantees a positive impact on the quality of lives of our beneficiaries.

Core Values

Mutual Support

Respect for All

Compassion

Ethical Orientation

Efficiency

Commitment to Growth

Leading by Example

Embracing Diversity

Welcome to our Policy Manual

Please take the time to familiarize yourself with these policies. Hopefully you will find them fair, easy to read, and understandable. Should you have any questions please ask.

You will always find the most recent version of this Policy Manual on the website.

Please complete the acknowledgement and return to me.

Many thanks.



Receipt and Acknowledgment of Policy Manual

I confirm that I have received and read a copy of our Policy Manual.

I understand that the policies described in it are subject to change from time to time.

I also understand that I will be consulted before significant changes are made and that I will have an opportunity to review and comment on these changes.

Name

Signature

Date:

Financial and Asset Management Policy

Instructions about financial and asset management

01. COMPLIANCE

In particular relation to the financial management of the organization the Executive Officer will ensure compliance with the:

- Constitution.
- Appropriate financial reporting standards and taxation legislation.

02. RECORDS OF ACCOUNTS AND TRANSACTIONS

The Executive Officer will ensure that all financial transactions occurring within the organization are recorded and reportable, and that receipts are issued as appropriate.

Additional procedures for bookkeeping will be prepared for the guidance of staff.

03. RETENTION OF FINANCIAL RECORDS

Records of financial transactions including tax payments will be retained for a period of 7 years.

04. FINANCIAL YEAR

The organization's financial year is 1st January to 31st December.

05. ASSET MANAGEMENT

The Executive Officer will ensure that the value of each asset is recorded in a register which indicates the value of:

- Each asset;
- A class of asset;
- Stock (merchandise) on hand.

A sudden change in the value of a large asset or a class of assets will be highlighted to the Committee of Management by the Executive Officer.

06. PETTY CASH

Petty cash should be used for incidental expenses under GH¢50. Unless in an urgent situation a cheque request should be made for items over GH¢50. Receipts must be provided. Petty cash must not be used for personal use.

07. REPORTING

The Administrator will provide a report either monthly or as required to the Board of Management.

The financial report will include:

- A statement of financial position;
- A statement of financial performance;
- The progress of the organization's performance against budget estimates; and
- A summary of cheques (a cheque register) for the purposes of complying with the requirements.

08. COOPERATION WITH AUDIT

Each staff member, at the request of the Executive Officer, will cooperate fully with an Auditor to ensure the full and proper completion of the organization's audit.

09. BUDGETING

The Executive Officer will ensure that the budget is prepared in time for the Board to properly consider the budget projections for the following financial year.

10. BUDGET CONTROL

The Executive Officer will ensure that appropriate staff members are delegated sufficient access to financial data, are authorized to be signatories to accounts, and have appropriate authorization for budgeted spending to ensure the organization can function smoothly during a short-term absence of the Executive Officer. Each staff member given responsibility for budget control will ensure that the budget figure is not exceeded during the reporting period without the express permission of the Executive Officer.

11. DISCIPLINARY PROVISIONS

Staff members who don't follow this policy may be disciplined under the Staff Disciplinary Policy.

Conclusion & Contact

This Financial and Asset Management Policy is intended to promote accountability, transparency, and responsible stewardship of the organization's financial and physical resources. By establishing clear procedures for financial reporting, budgeting, record keeping, asset management, and compliance, the policy provides a framework that supports effective governance and operational efficiency.

All staff members and management personnel are expected to adhere to the provisions outlined in this policy to ensure that organizational resources are used appropriately, protected from misuse, and managed in accordance with applicable laws and organizational standards. Regular monitoring, reporting, and cooperation with audits will help maintain the integrity and sustainability of the organization's financial operations.

The organization remains committed to reviewing and updating this policy periodically to ensure continued relevance, compliance, and alignment with best practices in financial and asset management.

Our Contact



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