BANDAMA CHARITY FOUNDATION SIERRA LEONE

FINANCIAL POLICY

Comprehensive Framework for Transparent, Accountable and Compliant Financial Management

BCF-SL | Save Lives |Empowering Communities Through Service

Document Type:	BCF-SL Financial Policy — Mandatory
Legislative Basis:	Sierra Leone Companies Act 2009 | NGO Policy 2009 | International Accounting Standards
Core Allocation Rule:	60% Programmes / 40% Operations — Mandatory and Non-Negotiable
Owner:	Finance Director / Executive Director

1. PURPOSE AND SCOPE

BCF-SL's Financial Policy provides the comprehensive framework governing all financial activities of the Foundation ensuring accuracy, accountability, transparency, and compliance with Sierra Leone law, donor requirements, and BCF-SL's constitutional obligations. This Policy applies to all BCF-SL staff, volunteers, interns, trustees, partners, and stakeholders involved in any financial process, transaction, or decision.

2. CORE FINANCIAL ALLOCATION RULE — 60%/40%

BCF-SL operates a mandatory financial allocation rule embedded in its Constitution and this Policy. This allocation is non-negotiable and must be reflected in every annual budget, financial report, and donor communication.

60% — Programme & Beneficiary Allocation (Minimum)

- Education support: scholarships and learning materials
- Healthcare programmes: medical aid, malaria prevention, outreach
- Community development: water, sanitation, infrastructure
- Support for vulnerable groups: orphans, widows, elderly, PWDs
- Agriculture, technology, and climate initiatives
- Child advocacy, gender programmes, and social justice
- Disability inclusion and rehabilitation services

40% — Operations & Administration (Maximum)

- Staff salaries and employment costs
- Office rental, utilities, and facilities
- Administrative supplies and equipment
- Transport and logistics
- Communications and technology
- Training and capacity building
- Audit, legal and compliance costs

3. FINANCIAL GOVERNANCE AND ROLES

Role	Financial Responsibilities	Authority Level
CEO / Executive Director	Final approval for major financial decisions and policies; external financial representation	Approves expenditure above Finance Director threshold
Finance Director	Oversees all financial operations, reporting, compliance, and budgeting; manages Finance Department	Approves all departmental budgets; expenditure up to approved limit
Finance Manager	Day-to-day financial transactions, payroll, bank reconciliation, and routine reporting	Processes approved transactions; manages accounts receivable/payable
Internal Auditor	Reviews internal controls quarterly; detects fraud risks; ensures compliance with this Policy	Access to all financial records; reports to CEO and Board
Programme Officers	Manage programme budgets; submit financial reports; ensure expenditure is within approved plans	Programme-level expenditure per delegated authority limits

4. BUDGETING, EXPENDITURE AND PROCUREMENT

4.1 Budgeting Process

Annual budgets are prepared by the Finance Director with input from all Department Directors, reviewed by the Finance and Audit Committee, and approved by the Governing Board before the start of each financial year. Budgets must reflect the 60/40 allocation rule. Mid-year budget revisions require Finance Director and CEO approval; variations above 15% require Governing Board approval.

4.2 Expenditure Controls

- All expenditure above NLe 500 requires a pre-approved requisition form.
- Payments above NLe 2,000 require two signatories (Finance Director + one other designated signatory).
- Cash payments are limited to NLe 1000 per transaction; all larger transactions are made by bank transfer or cheque.
- Original receipts or invoices are required for all expenditure. Expenses without documentation will not be reimbursed.

4.3 Procurement

All procurement must comply with BCF-SL's Procurement Policy. A minimum of three competitive quotations must be obtained for all purchases above the petty cash threshold. No procurement decision may be made by a person who has a conflict of interest with any bidding supplier.

5. FINANCIAL REPORTING AND AUDIT

Report	Content	Frequency	Recipient
Monthly Financial Statement	Income and expenditure vs. budget; cash flow; bank reconciliation	Monthly	Finance Director → CEO
Quarterly Management Accounts	Quarterly performance vs. budget; balance sheet; forecast	Quarterly	CEO → Governing Board
Donor Financial Reports	Programme expenditure per grant budget; narrative justification	Per grant schedule	Finance Director → Donor
Annual Financial Statements	Full-year accounts prepared to accounting standards	Annually	External Auditor → Governing Board
Internal Audit Report	Financial controls review; compliance findings; recommendations	Quarterly	Internal Auditor → CEO → Board

Finance Director

Signature & Date

Executive Director

Signature & Date

Chairperson, Governing Board

Signature & Date

Treasurer, Governing Board

Signature & Date