



Financial Policy

All Out Africa Foundation strives to have the best possible internal controls and financial systems. These financial policies are created by the staff and approved by the Board of Directors to guide the work of staff and outsourced financial management.

I. Finance Committee

The Board of Directors of All Out Africa Foundation will annually appoint a Finance Committee who works under the Board Treasurer to ensure the appropriate preparation of an annual budget, appropriate handling and distribution of funds, and the appropriate preparation and presentation of regular financial statements. The Finance Committee directs reviews, and presents the annual audit to the Board of Directors.

II. Approval of plans and commitments before they are implemented

The Board of Directors will set the annual budget, based on All Out Africa Foundation fiscal year (January through December), to direct how funds are spent. Board approval is necessary in order to spend significant funds or make significant financial commitments to projects that have not already been incorporated into the approved budget.

III. Accurate, timely financial reports and information returns

The Finance Committee oversees that All Out Africa Foundation provides accurate, timely financial reports and information returns. The Finance Committee will regularly review financial statements, including a balance sheet and a comparison of actual financial activity to the approved budget.

IV. Banking institutions and accounts

In order to minimize risk and maximize benefit, All Out Africa Foundation utilizes Nedbank and First National Bank, both of which are local and are listed companies on the Johannesburg Stock Exchange. The Finance Committee will review the banking relationship annually.

v. Deposits

All income intended for All Out Africa Foundation will be properly received, deposited, recorded, reconciled, and kept under adequate security. Any cash received must be promptly and fully deposited.

VI. Grants, gifts, and pledges

All grants and gifts will be properly received and recorded. Compliance with terms of any related restrictions will be monitored by staff and reported to the Finance Committee.

VII. Donated goods and services



Donated goods and services are recorded in the accounting records when they would have been purchased if they were not donated. Gifts are recorded at fair market value.

VIII . Fixed assets

Expenditures for land, building and equipment are recorded at cost. Donated assets and capitalized donated leases are recorded at their estimated fair market values at the date of donation. Depreciation expenses are calculated using the straight-line method and the following estimated useful lives: Buildings and improvements 10-35 years Furniture and equipment 3-10 years Vehicles 3-5 years Maintenance and repairs, which materially add to the value of the property or appreciably prolong its life, are recorded as an increase to the appropriate asset account. All Out Africa Foundation capitalizes all fixed assets with a cost greater than or equal to \$1,000 and a useful life of at least three years, unless otherwise stipulated by a grant. When an asset is purchased through a grant, the grant's capitalization rules apply. All Out Africa Foundation will conduct a regular inventory of fixed assets and maintain a central list of fixed assets which includes date of purchase, registration numbers, warranty information, original cost, and estimated life.

IX . Line of credit

All Out Africa Foundation shall maintain an appropriate line of credit to ensure regular cashflow, the use of which may be approved by the Managing Director and shall be reported to the Finance Committee.

X . Petty cash

A petty cash fund may be maintained by staff to facilitate efficient operations. Such petty cash funds will be disbursed only for proper purposes, will be properly recorded, and will be adequately safeguarded at all times.

XI . Debit card

All Out Africa Foundation may maintain a debit card to facilitate efficient operations. Debit card transactions will be only for valid operational purposes. Any transaction not exceeding \$1,000 may be authorised by the Foundation Manager for valid operational purposes in accordance with the approved budget, and any amount exceeding this amount shall be authorised by the Managing Director. All transactions shall be properly recorded.

XII . Procurement and purchasing

All Out Africa Foundation will always seek to maximize value and cost-effectiveness in all procurement and purchasing. Purchases exceeding \$1,000 shall require at least three competitive bids unless.

XIII . Disbursements

Funds will be disbursed only upon proper authorisation of management and only for valid business purposes. All disbursements will be initiated only from properly authorised documentation and will be properly recorded. No cheque may be made out to



Cash. The Board shall designate the Board Chair, the Board Treasurer, the Managing Director, and any other Board member or staff member deemed appropriate as authorised signatories of cheques on behalf of All Out Africa Foundation. Any cheque for an amount over \$2,500 must carry two signatures unless otherwise specifically authorised in advance by the Board of Directors (such as for payroll or office rent). No cheque signatory may sign a blank cheque.

xiv. Payroll

Payroll disbursements will be made only to bona fide employees and only upon proper authorisation.

Changes to each payroll will be properly documented. All Out Africa Foundation will ensure that payroll disbursements are properly recorded and that related disbursements (such as payroll tax deposits and National Provident Funds) are made timely. Payroll cheques will not be released prior to payday.

xv. Reconciliation of banking/security statements

All bank statements will be delivered unopened to a designated individual who is not otherwise involved in the preparation of cheques, the depositing of funds, or is an authorised signatory of cheques. This designated individual shall review and initial each statement on a timely basis. An appropriately qualified finance staff person will reconcile each bank account monthly prior to the issuance of financial statements.