

TO: All Project Executants/ Coordinators/ NNF Partners
DATE: 01 November 2004

**PLEASE TAKE THE TIME TO ACQUAINT YOURSELF
WITH THESE PROCEDURES!!**

FINANCIAL PROCEDURES AT NNF

1. Request for Payment form – Form No. NNF-2

Please use this form whenever you wish payment to be made – either by cheque or by direct transfer. **Do not** complete the shaded areas – this is for NNF use only. It is imperative that all details are provided (i.e. budget line, project name etc – this information can be taken from your financial report). Missing information will slow the process down, as we will need to follow up with you first before authorizing the transfer or cheque. At the bottom of the sheet, please get the project coordinator or Head of your institution (as per your policy) to authorize your request. All supporting documents (e.g. letter of permission from the Permanent Secretary, or invoices etc) should be attached to the request for payment form. These documents should also include an authorizing signature. When requesting a direct transfer please fill in your banking details. However, you do not have to repeatedly fill them in if you are sure that we already have them (i.e. from previous transfers). Please note, direct transfers can only be done for recurrent requests, otherwise NNF will make out a cheque to be deposited into the payee's account. Most importantly, the account name and number appearing on the cheque requisition form should all be the same as the number and name at the bank. It is also important that the payee indicates beforehand, whether the cheque should be cash (made out in the name of the payee and not crossed) or crossed. When a cheque is to be deposited into the payee's account and the funds are urgently needed, then a request for a special clearance should be made, which means that the funds will take two (2) working days to clear. Otherwise the funds will only be available after 7 working days. Bank deposits are only done on Monday, Wednesday and Friday afternoons, and should there be any urgent deposit that need to be done outside these times, the Senior Bookkeeper and/or her assistant (Flora Peters/ Cisla Seraera) must be informed.

2. Request for an advance from Project funds – Form No. NNF-4

When you request an advance, form NNF-4 should be completed and handed to the NNF along with your supporting documents. The name of the project should be entered, as well as the name of the project executant. Advances need to be collected personally from the NNF offices, as it is imperative that the person signs for the money, thus acknowledging receipt and responsibility for the funds.

3. Summary sheet of expenses – Form No. NNF-5

This sheet needs to be completed when returning your receipts for money which was advanced to you. Reporting back on an advance must take place within seven days of returning to Windhoek. The sheet should be self-explanatory, but please contact anyone in the NNF finance department should you need clarification on any issue. The correct completion of this sheet will ensure that advances can be dealt with quickly. It is important to note that project staff taking advances are fully responsible for these funds, and in the event of receipts being lost, are responsible for paying

the outstanding amount back to the project. Please ensure that this form is used for the purpose of reporting on advances.

4. Cash – Receipts

Should you have cash to return to your project, i.e. money remaining from an advance, please ensure that you receive a receipt from the NNF. This is extremely important, as the NNF cannot be held responsible for all cash handed back/ over to the NNF which is not receipted. We have no proof that the money has been handed over to the NNF, and the amount will therefore remain outstanding against your advance / name. Please ensure that the receipt is signed by two staff members of the NNF finance department, and that the money is counted in front of you by these two finance staff members.

5. Processing of Requests

The NNF endeavors to deal with your requests in the shortest possible time. This process is obviously hindered if details are not accurate, if receipts are not signed by an authorizing signature etc. We believe that all requests should be dealt with in the shortest possible time – it does not help to write “urgent” all over the request – we treat all requests as “urgent”.

All requests for cheques and transfers will be collected by the NNF until 10h00 each day, and then processed. Cheques will be ready for collection from 14h00 onwards on the same day. When requesting travel advances or ticket advances, please allow us at least three working days. Transfer transactions will differ in time as follows:

- Transfers from our bank (i.e. Commercial Bank) to a *CBON* (Nedbank?) account will be available on the same day;
- Transfers to a different bank will take 1-2 working days;
- If a new account number has to be entered onto our electronic banking system first, transfers could take 2-3 working days.

The above obviously depends on whether there is an open link to our electronic banking server. Delays within Commercial Bank of Namibia are beyond our control.

6. Creditors

The NNF manages over 70 projects – you can therefore imagine the number of invoices which come to us from Waltons, Cymot, and Ritters etc. Our task is made impossible if the invoices are not signed by the purchaser, and the **name of the project** to be charged is not written on the invoice. Any one person from any of our projects could have bought goods on account! Therefore, in order to purchase goods on account, all project staff will have to obtain an order from the NNF. This order will list the project, budget line and project staff member for our records. An order can be requested over the phone or requested by fax – noting what needs to be bought, from which shop, to be charged against which budget line. We will then prepare the order, which can be faxed through to your offices. You can then take the order and go and purchase your goods. The invoice must be returned to the NNF **immediately**, and the goods bought should correspond with the goods indicated on the order.

Please, *please* could you write your name on the invoice as well as your project (if you can note the budget line too it would be a great help) when you buy something on account together with

the order? All shops give you a copy of the invoice (duly signed etc by you) – please send this through to Flora Peters within two days of purchasing your goods. Together with the new order system, and your assistance in always signing and noting project names etc, we hope our creditor system will run more smoothly.

7. Procurement and Purchasing

The following procurement policy is applicable for the purchases of goods and services, unless specific written agreements with donors or other partners state otherwise:

- Up to N\$ 1,000 – no quotations required;
- From N\$ 1,000 to N\$ 50,000 – three written quotations are required;
- Above N\$ 50,000 – put out to tender and advertise in at least two national newspapers.

Purchase of goods or services shall be made from the offeror whose quotation is responsive and most advantageous in terms of price, after-sales service/support, quality and other relevant factors. All quotations must be attached to the payment documentation and then sent to the NNF to be held on file.

8. Insurance

If you require the NNF to insure equipment/vehicle etc purchased by your project, it is imperative that you forward the invoice to the NNF as soon as possible – preferably before the equipment is removed from the shop, or delivered to your office. We will then be able to insure it straight away and there will be no risk of it being stolen before it has been insured. All project staff must please indicate that equipment purchased needs to be insured – the NNF needs to be informed to take out insurance – it should not be left up to the NNF to guess that insurance is needed.

I hope the above requests are clear, self-explanatory and acceptable. Please contact us if there are any queries. By following these procedures we hope to provide you with a faultless financial management service.

Many thanks for your assistance.

Yours sincerely

Sally Wood
Office & Personnel Manager

Edla Kaveru
Finance Manager