



**Afghanistan Educational & Health Development Aids  
Organization  
AEHDA**

# **Finance Policy**

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# 1. Introduction

## 1.1. About AEHDA

The Afghanistan Educational and Health Development Aids Organization (AEHDA) is a nonprofit, non-political, non-sectarian, and non-governmental humanitarian women lead organization. Originally established as an association in July 2003, AEHDA underwent additional registration with the Ministry of Economy (MoE) at the end of 2020, officially becoming an NGO with registration number 5085. AEHDA's mission spans education, a One Health Approach, healthcare, public nutrition, water, sanitation, hygiene, food security, advocacy and communication, training, capacity building, as well as research and development.

AEHDA was established by a group of committed, dedicated and professional volunteers to offer result-oriented services to rural, urban slums and urban areas of Afghanistan. AEHDA's services will be delivered through utilization of easy adaptable, contextual, accessible and participatory community empowerment strategies in accordance with the key principles of result-based management (RBM) approaches, and in line with Afghanistan national development priorities and national strategic plans. On the other hand, considering the professional/technical capacities in provision of primary education and public health services, AEHDA is one of the pioneer local NGO that provides contemporary, affordable and quality educational and public health services to Afghan population.

### **Vision:**

AEHDA envisions empowering Afghan women, youth, children, and vulnerable groups through equitable access to quality education, healthcare, well-being, sustainable livelihoods, and essential services, fostering a prosperous and resilient Afghanistan.

### **Mission :**

AEHDA is committed to empowering Afghan women, youth, children, and vulnerable groups by providing accessible, quality, and sustainable education, healthcare, mental health and psychosocial support, livelihood opportunities, and essential services. We strive to foster community resilience, social cohesion, and economic growth, ultimately contributing to a prosperous and self-reliant Afghanistan.

## 1.2. Purpose of this Policy

This policy document establishes AEHDA's financial framework, encompassing principles, guidelines, and protocols for effective financial management. It guides the finance department in adhering to these standards to achieve the organization's mission efficiently. Practical guidelines aligned with this policy, along with processes, templates, and tools, are provided as annexes. The policy adheres to defined standards, norms, and best practices, covering accounting systems, budgeting, financial reporting, payments, annual statements, tax policy, asset management including depreciation, disposal, and write-offs for stolen or lost assets.

### 1.3. Finance Department Structure

### 1.4. Finance Job Descriptions

### 1.5. Employee Code of Conduct

Finance personnel at AEHDA must uphold the highest standards of honesty, integrity, objectivity, and independence, in compliance with all applicable laws, government regulations, AEHDA policies, and professional standards. Leaders in finance roles are responsible for cultivating a culture of ethical behavior, promoting compliance, fostering an environment where employees can voice concerns, and promptly addressing such issues.

All employees must adhere to the following practices:

- **Prevention of Bribery:** Employees must not seek or accept any advantage (e.g., money, gifts, commissions) without proper authorization
- **Acceptance of Advantages:** Soliciting any advantage from individuals or entities in business dealings with AEHDA is prohibited. Approval from the Management Board is required before accepting any such advantage.
- **Confidentiality of Information:** Finance personnel must protect and respect the confidentiality of information acquired during their work, unless authorized or legally obligated to disclose it. Confidential information must not be used for personal gain.
- **Conflict of Interest:** Employees must avoid situations where their personal interests conflict with those of AEHDA. They should not use their position or insider information for personal or social gain.
- **Avoidance of Public Controversy:** Employees should refrain from conduct that breaches public decency or morals, including discussions on sensitive topics.
- **Compliance with the Code:** It is the responsibility of every staff member to understand and adhere to AEHDA's Code of Conduct.
- **Use of Organization Property:** Staff with access to AEHDA's property must use it solely for organizational purposes. Misappropriation or unauthorized use of organization property is strictly prohibited.
- **Fraud and Corruption:** Employees must avoid and report any instances of fraud or financial corruption within the finance department promptly.

These standards ensure a principle based approach to financial management and uphold AEHDA's commitment to ethical conduct in all operations.

### 1.6. Policy Scope

This policy aims to cover all aspects of the control environment within AEHDA's financial system. It clarifies the roles, authority, and responsibilities for essential financial management activities and decisions, and provides a comprehensive framework of policies and procedures for all system components. It serves as a point of reference for all areas, including cash and treasury management, expenditure control, property and equipment, inventory management, payroll management, grants, asset depreciation, chart of accounts, operating software, budgeting and budgetary control, financial reporting, and the audit framework.

## 1.7. Policy Updates and Revisions

This policy document will be continuously adapted to align with the environment in which AEHDA operates. To ensure it meets the challenges of day-to-day operations, the manual will be reviewed annually, and necessary changes will be incorporated. Additionally, changes can be made at any time under the following circumstances:

- Changes or introduction of any laws by regulatory authorities in Afghanistan;
- Introduction of new operations or activities requiring changes to the manual; and
- Any other exceptional situations.

The manual will be revised annually based on recommendations from the finance department, with approval from the Executive Director and endorsement from the Board of Directors. Suggestions for improvements should be forwarded to the Finance Manager, who will collaborate with the management team and the Executive Director to implement the necessary changes for Board endorsement.

## 2. Accounting Principles and Methods

### 2.1. Basic Principles

Accounting principles are the rules and guidelines that an organization must follow when reporting financial data. These rules standardize the terms and methods accountants use, making it easier to examine financial data. According to this policy, all financial transactions of AEHDA must adhere to the following principles:

#### a) Consistency

Transactions must be handled consistently. This policy ensures similar types of transactions are addressed in a routine manner.

#### b) Timeliness

Transactions must be processed within a reasonable period, adhering to the time frames outlined for AEHDA.

#### c) Justification

There must be a valid reason for each transaction that supports the project's goals and follows the guidelines set by AEHDA's finance department.

#### d) Documentation

Sufficient documentation must support each transaction. The documentation must be retained, organized, and complete enough to withstand an audit.

#### e) Authorization

Transactions must be approved and have all the correct authorizing signatures.

### 2.2. Accounting Methods

#### 1. Overview

AEHDA ORG employs a hybrid accounting approach to address both its organizational needs and donor-specific requirements. The organization uses the accrual basis of

accounting for its comprehensive financial reporting and the cash basis for particular donor project reports.

## 2. Accrual Basis Accounting

### Accrual Basis Overview:

- **Income Recognition:** Income is recorded when earned, regardless of when cash is received.
- **Expense Recognition:** Expenses are recorded when incurred, regardless of when cash is paid.

### Implementation:

- **Organization-Wide Financial Statements:** AEHDA ORG prepares these statements using the accrual basis. The key financial statements include:
  - **Statement of Financial Position (Balance Sheet):** Shows assets, liabilities, and equity at the end of the reporting period.
  - **Statement of Activities (Income Statement):** Details revenues and expenses, showing changes in net assets.
  - **Statement of Cash Flows:** Reconciles the accrual-based financial data to the actual cash flows from operating, investing, and financing activities.

## 3. Cash Basis Accounting for Donor Reports

### Cash Basis Overview:

- **Income Recognition:** Income is recognized when cash is actually received.
- **Expense Recognition:** Expenses are recognized when cash is actually paid.

### Implementation for Donor Reports:

- **Statement of Cash Receipts and Payments:** This statement is prepared to meet specific donor reporting requirements and includes:
  - **Total Cash Receipts:** Includes all cash received during the reporting period, classified according to AEHDA ORG's operational needs.
  - **Total Cash Payments:** Includes all cash payments made during the reporting period, classified according to AEHDA ORG's operational needs.
  - **Beginning and Closing Cash Balances:** Shows the cash balances at the start and end of the reporting period.

### Components of the Statement of Cash Receipts and Payments:

- **Cash Receipts:**
  - Recognize all cash receipts with detailed sub-classifications as appropriate to AEHDA ORG's operations.



- **Cash Payments:**
  - Recognize all cash payments with detailed sub-classifications as appropriate to AEHDA ORG's operations.
- **Third-Party Payments:**
  - Separate identification of payments made by third parties on behalf of AEHDA ORG.
- **Gross Basis Reporting:**
  - Report total cash receipts and total cash payments on a gross basis, including details for each sub-classification.

#### 4. Compliance

- **GAAP and IFRS Compliance:**
  - **Accrual Basis Statements:** Ensure compliance with GAAP and IFRS for organization-wide financial reporting.
  - **Cash Basis Statements:** Ensure compliance with donor-specific reporting requirements.

#### 5. Record-Keeping and Reporting

- **Maintaining Records:**
  - **Accrual Records:** Keep detailed records of all earned revenues and incurred expenses for organization-wide financial statements.
  - **Cash Basis Records:** Keep detailed records of all cash transactions, including receipts and payments, for donor-specific reports.
- **Reporting Frequency:**
  - **Accrual Basis Reports:** Prepare on a quarterly and annual basis for internal and external stakeholders.
  - **Cash Basis Reports:** Prepare as required by specific donor agreements, typically on a quarterly or annual basis.

#### 6. Implementation Procedures

- **Periodic Reconciliation:**
  - Regularly reconcile cash basis and accrual basis records to ensure accuracy and consistency.
- **Documentation:**
  - Maintain thorough documentation for all transactions to support both accrual and cash basis reporting.
- **Training:**

- Provide training for staff to understand and effectively implement both accounting methods as per AEHDA ORG's policies.

This hybrid accounting approach ensures that AEHDA ORG meets its organizational reporting standards while also adhering to specific donor requirements, maintaining both transparency and compliance in financial reporting.

## 3. Cash and Treasury Management

### 3.1. Choosing AEHDA's Bank

AEHDA operates both local and foreign bank accounts. The following criteria are considered when selecting a bank:

- A strong local and international reputation and management.
- A widespread bank network within the country.
- Adequate links with correspondent banks to facilitate fund transfers.
- A satisfactory rating from an independent agency.

### 3.2. Managing Bank Accounts

- **Opening of Bank Accounts**

AEHDA maintains bank accounts in both US Dollars and Afghan Afghani (AFN). When required by a donor, a specific bank account for the project will be opened upon the request of the Finance Manager, with the approval of the Executive Director, and an official letter from the Ministry of Economy to the designated bank.

- **Use of Bank Accounts**

AEHDA bank accounts are strictly for official transactions and must not be used for personal deposits or payments. The representatives are prohibited from securing loans, overdrafts, or incurring deficits on the organization's bank accounts.

- **Reconciliation of Bank Accounts**

All bank accounts will be reconciled monthly by the finance officer/accountant or their delegate. The reconciliations will be reviewed and approved by the Finance Manager.

- **Safeguarding of Checks**

AEHDA maintains a log of all the checks issued and documents every voided check. A copy of the all the checks is maintained and are part of the transaction supporting documents. In case of voided checks, they will be stamped "VOID" and filed with the canceled checks for that month or stapled to the checkbook counterfoil.

AEHDA will contact the payee to confirm whether a check was received. If a check is lost, the finance manager will issue an immediate stop payment and may consider issuing a replacement check upon bank verification that the original check has not been cashed.

- **Closing of Bank Accounts**

Closing of bank accounts would require approval from the Executive Director and the finance department will initiate and maintain all the documentation of the closure process to ensure proper financial records.

All actions and transactions related to bank accounts must adhere to the highest standards of financial management and transparency, in accordance with AEHDA's financial policies and procedures.

### **3.3. Authorized Bank Signatories**

The Executive Director or Deputy Executive Director, along with the Finance Manager, will serve as joint signatories for AEHDA's bank accounts.

#### **AEHDA Authorized Signatories**

- Signatory #1: Executive Director – Authorized for all AEHDA official accounts.
- Signatory #2: Head of Program/Deputy Executive Director – Authorized for all AEHDA official accounts.
- Signatory #3: Finance Manager – Authorized for all AEHDA official accounts.

### **3.4. Bank Reconciliation**

The accountant will perform bank reconciliations every month, which must be completed by the first week of the following month. These reconciliations will then be reviewed by the Finance Manager, who will also review the documentation of voided checks. The reconciled statements will be certified by the Finance manager and approved by the Executive Director.

### **3.5. Cash Withdrawals**

The following procedure will be applicable to the cash withdrawal.

- The Cash Withdrawal Form must be completed and signed by the staff handling the cash.
- The available cash balance and the estimated expenses need to be calculated.
- Authorized persons must verify the requirement before signing the check for cash withdrawal.
- Authorized signatories must sign the check to approve the cash withdrawal.
- The signature of the person presenting the check and receiving the cash should be attested on the back of the check by one of the authorized signatories

### **3.6. Petty Cash and Cash Advances**

To ensure smooth cash payments for daily and urgent needs, the finance department will maintain and operate petty cash under the responsibility of the accountant, not exceeding the designated cash payment ceiling. The following guidelines should be considered for maintaining a proper petty cash system

- The amount of cash to be held should be based on AEHDA's daily cash requirements.
- The petty cash payment ceiling is set at \$500 US or the equivalent in AFN.

- This ceiling shall not be exceeded without the written authorization of the Executive Director of AEHDA.
- Petty cash should be used only for daily and urgent payments, or in cases where bank facilities are inaccessible/inadequate, or the payee will not accept a check. It is also used for issuing advances to project employees for purchasing goods and services or other eligible expenses, including employees' advance salary. Requests for cash must follow this policy, and the requester must provide accurate supporting documents to the accountant/finance officer for cash advance clearance.
- To maintain cash balance records, the cashier shall keep a petty cash book for recording transactions incurred on daily basis.
- The petty cash box should be locked and securely stored when not in use, accessible only to designated custodians. It should always be kept in a safe.
- Petty cash should be counted regularly. At the end of each month, petty cash must be counted and reconciled with petty cash book to ensure expenses are reported within the month they occurred.
- Weekly cash counts will be conducted by the accountant, and surprise cash counts will be carried out by the Finance Manager at least once every quarter.

### **Cash Advance to Employees**

AEHDA personnel can request a cash advance, which can be processed after the approval of the cash request form by the Finance Manager and the Executive Director/Deputy Executive Director. Cash advances can be requested for two purposes: 1. Official expenses for project activities, and 2. Personal expenses, depending on the type of cash advance request form.

### **Personal Cash Advance**

Personal advances will be granted to employees only with the approval of the Director/Deputy Executive Director on an exceptional basis. The loan shall not exceed one month's salary and will be deducted from the employee's salary in equal installments over the next three months. New advance requests will not be entertained until any previous outstanding loans are settled.

### **Official Cash Advance**

Official cash advances can be processed for AEHDA employees for the following purposes:

- Travel allowances
- Purchases of goods or services
- Any other official activities

The following points must be considered for all official cash advance requests:

- Advances must be approved by the Director/Deputy Executive Director or an authorized representative designated by the Executive Director.
- New cash advance requests will not be processed until previous outstanding advances are replenished.
- Official advances must be settled within seven days or as soon as possible.
- The cash advance payment limit for procurement or any other departments is 100,000 AFN. The procurement department will use a revolving method for cash advance

clearance with the finance department. When the first cash advance is disbursed, the procurement department must submit the payment vouchers and supporting documents to the finance department for clearance. After clearance and submission of the required supporting documents to the finance department, a new cash advance request form can be processed if required.

## 4. Expense Control and Taxes

This section outlines the procedures for all types of expenditures made by AEHDA to acquire goods, services, equipment, and assets; procure stock items; incur expenses; or engage in contracts for the benefit of AEHDA, whether these are short-term or long-term commitments.

### 4.1. Expense Policies and Procedures

AEHDA has established strict procedures for all types of expenditures:

#### a) Personnel Salaries through Payroll

The finance/HR department will generate AEHDA's personnel payroll on the 25th of each month with a provision of slight variance depending on cash flow. After receiving approval from the Executive Director, the payroll will be processed with the bank to transfer staff salaries to their individual bank accounts. Additionally, the finance/HR department is responsible for the disbursement of salary and ensuring the deduction of personnel income tax from each employee's salary in accordance with Afghanistan's income tax law.

#### b) Payment for Purchasing Goods, Equipment/Assets, and Services

- AEHDA's procurement policies and procedures must be strictly followed in all procurement activities.
- A Requisition Form must be completed for all requests for funds, whether for capital or revenue expenditure.
- All Requisition Forms must be submitted by a responsible official from the requesting department, authorized by the head of that department. The request must include all valid bills, invoices, or source documents, and be reviewed by the Finance Manager, certified by the Management Team, and approved by the Executive Director. (Refer to Appendix 2 for a sample Requisition Form.)
- A Payment Voucher must be generated for all approved Requisition Forms.
- Payment Vouchers will be checked by the accountant, certified by the Finance Manager, and approved by the Executive Director. This process involves examining all attachments to ensure their relevance, quality, validity, accuracy, completeness, and confirming that the requested items are budgeted for and funds are available. (Refer to Appendices 3 for sample Payment Vouchers.)
- If payment vouchers are not approved, they will be returned to the relevant staff for rechecking and resubmission.

### 4.2. Procedure for Preparation of Vouchers

Vouchers must be prepared by the assigned officer and supported by sufficient and appropriate documentation.

Documents Needed	Shopping	RFQ (Request for Quotation)	ITB (Invitation to Bid)	RFP (Request for Proposal)
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Request Form	✓	✓	✓	✓
Advertisement			✓	✓
Quotation Forms		✓		
Bid Comparison		✓	✓	✓
Purchase Order		✓	✓	✓
Cash Payment	✓			
Check/Bank Payment		✓	✓	✓
Invoice	✓	✓	✓	✓
Contract			✓	✓
GRN/SRN	✓	✓	✓	✓

The formats of the above forms are in Annexure.

### 4.3. Payment by Cheque

Amount between (500-1000 USD) have to be paid through cheque. Once payment vouchers are approved, a cheque will be prepared in accordance with the established procedures. Each cheque payment must receive approval from at least two authorized signatories to ensure proper oversight and compliance with the control procedures outlined in this policy. Furthermore, the cheque number will be accurately recorded in the appropriate space on the payment voucher form to maintain clear and precise financial records.

### 4.4. Payment via E-banking

All E-banking payments must strictly adhere to the control procedures outlined in this policy. The accountant will process these payments (amount above 1000 USD) through the E-banking platform, ensuring the accurate entry of essential details including;

- The beneficiary account name,
- Beneficiary account number,
- SWIFT code,
- Correspondent bank details, and
- The amount to be transferred along with the currency.

Once the payment details are entered, the appropriate signatories will authorize the transaction on the E-banking platform, ensuring proper oversight and compliance with organizational financial protocols.

### 4.5. Payment by Cash

Conventionally, all cash payments should be made through the bank, except for minor payments handled by petty cash.

- Small and urgent payments will be made through petty cash, but in exceptional situations, a maximum of \$500 USD may be paid in cash to the supplier.
- For major payments exceeding \$400 USD required urgently, an open check will be written in the beneficiary's name.
- For payments to a group, an open check will be written in the accountant's name to facilitate the payment.
- A detailed list of beneficiaries, the amount per beneficiary, and their signatures acknowledging receipt must be attached to the payment voucher.
- All cash payments must comply with the control procedures outlined in this policy.

#### 4.6. Expenditure Approval Matrix

For amounts exceeding \$100,000 USD, approval from the management committee, including the Board of Advisory, is required. For amounts exceeding \$5,000 USD up to \$100,000 USD, approval from the AEHDA management committee is required. All other vouchers and checks must be approved by the Executive Director/Deputy Executive Director of AEHDA.

Levels	Title of Authorized Staff	Authorization Limit USD	Purchase Order/Commitment	Disbursement/Payment Approval	Signature
1	Head of Program/Deputy Executive Director	Up to \$500	Yes	No	
2	Executive Director	Up to \$5,000	Yes	No	
3	Management Committee	Over \$5,000 up to \$100,000 and above	Yes	Yes	

The Management Committee comprises the following designated personnel's;

1. Executive Director (Lead the committee)
2. Program head (member)
3. Admin and Finance Manager (member)
4. Project Manager (member)
5. Finance Officer (observer)

#### 4.7. Levels of Authorization:

In the absence of the Executive Director, this matrix can be used to facilitate operational effectiveness, provided the Executive Director endorses it upon return.

#### 4.8. Taxation

According to this policy, the purchase of all goods, equipment, services (including office rent, vehicle rent, etc.), and the payment of staff salaries must comply with the relevant taxation laws of the Afghanistan Government.

##### Withholding tax on salaries & wages

All natural or legal profit and nonprofit persons, ministries, state enterprises, municipalities and other State departments employing two or more employees in any month of a year shall be required to withhold taxes as provided in Article 4 of the Income Tax Law from payment of salaries and wages and pay the amount withheld to the Government account. (Article 58, Income Tax Law). Therefore, AEHDA must withhold tax from the wages paid to its employees.

##### Applicable Rates

AEHDA is required to withhold tax shall calculate the amount of tax to be withheld according to the following table.

Salary Range (AFN)	WHT Rate	Taxable amount (AFN)
0 – 5000	0%	Nil
5,001 – 12,500	2%	7,500 i.e. %age applicable on excess amount
12,501 – 100,000	10%	87,500 i.e. %age applicable on excess amount
Above 100,000	20%	%age applicable on excess amount

AEHDA must transfer the withheld amounts into an account determined by Ministry of Finance no later than 10 days after the end of the month in which the amounts were withheld. Each deposit should be accompanied by a “Report of Tax Withholding and Bank Deposit Form”

### Withholding Tax on Contractor

According to Article 72 of the Income Tax Law 2009, legal and natural persons who provide supplies, materials, services and construction under contract are subject to tax withholding from the gross amount payable to the contractor. *Natural persons, who earn taxable salaries according to provision of Article 17 (1) of this law, are excluded from this provision. They are treated as employees and subject to ordinary wage withholding (See Salary & Wage Withholding Tax for more information)*

A contract is an agreement between two or more parties which is enforceable by law. A business transaction to buy and sell goods and services is a contract between the buyer and seller. An offer and acceptance of business transactions or sale and supply of goods and services constitutes a contractual arrangement. Such contractual arrangement may be in writing or verbal and the mode of payment in cash or on credit. The transaction is a contract and withholding provisions of Article 72 of the Income Tax Law 2009 shall apply.

### Minimum Threshold

A minimum threshold for withholding tax under Article 72 is AFN 500,000. Transactions below this threshold are not subject to withholding income tax. However, if the aggregate of payments to a legal or natural person in a fiscal year exceed or is likely to exceed this threshold, the tax shall have to be withheld from all payments.

### Withholding tax rates

The following tax rates are applicable on contractors with business license (Registration) and without business license.

Contractor Legal Status	Applicable WHT Rate
If the contractor is a registered legal entity and has a business/trade license from the Government of Afghanistan.	2% on gross amount. <i>Contractors with business licenses will take credit for the withholding as an advance payment on their annual income tax returns for the tax period in which they were paid.</i>
If the contractor is a not registered legal entity and does not have a business/trade license	7% on gross amount. <i>Contractors without business licenses will treat</i>



from the Government of Afghanistan.	<i>the withholding as a final tax.</i>
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Withheld taxes from payments made to Contractors during a month must be reported and remitted to relevant government account no later than 10th of the following month as per the Afghanistan Solar calendar.

### Withholding tax on Rental Services

This tax charged on rents or lease payments to a landlord is a part of the landlord's income tax obligation but is payable through withholding by the tenant. Only those rents paid by tenants who are legal persons (businesses, organizations, foundations, etc. i.e., an entity other than a natural person) or natural persons using the rented property for business purposes are subject to the tax. The landlord will take a credit of paid tax against his income tax liability when he files his return. (Article 59 (3), Income Tax Law 2009).

Landlords are responsible for providing AEHDA with accurate copies of their rental or lease agreements as well as the landlord's Taxpayer Identification Number (TIN).

AEHDA is responsible for withholding the tax from their rental payments and making payment to the government with the correct form to properly credit the landlord's account.

### Applicable Rates

Rent Threshold	Applicable WHT Rate
Up to AFN 10,000 (10K)	0% i.e. No WHT
Above AFN 10K Up to AFN 100K	10% on gross amount
Above AFN 100K	15% on gross amount

Taxes are generally due on a monthly basis. However, if the rental agreement specifies a different rental payment schedule (e.g. bi-monthly, quarterly etc.) the tax withholding and payment should follow the rental schedule. Tax payment should be made in afghani at Da Afghanistan Bank no later than the 15th day (or next business day if the 15th falls on a non-business day) following the end of the solar month in which the rent payment is due.

AEHDA should ensure that the landlord's TIN is shown on the completed Tax Return form and payment is made in due dates to avoid any additional tax, penalties or fines that may be payable under the law.

### 4.9. Per Diem

Per diem is a daily allowance provided to employees during official travel to cover expenses such as meals, travel, and accommodation. The per diem rate is set at 30 US Dollars per day.

### 4.10. Shared Cost Procedure

AEHDA does not have core funds to cover its management and administrative costs, so these costs are shared among projects using the following methodologies:

**Direct Shared Cost:** Direct expenses cover management, operations, and program objectives, including core staff salaries, MEAL department, internal control, office rents, utilities,

communication and internet, office supplies. The distribution of direct costs between projects will consider:

- Setting and calculating the percentage/proportion based on the number of running and upcoming committed projects, ensuring the overall percentage does not exceed 100%.
- Setting the shared cost percentage for staff positions based on the project budget and duration. For example, if a finance employee's salary is charged 20% to project A for 12 months, increasing the percentage to 40% would reduce the duration to 6 months.
- Calculating the percentage ratio based on the overall committed budget of donors.
- Adhering to donor grant policies that determine the percentage of contribution to direct costs.
- Filling budget gaps from upcoming funding/projects if necessary.
- Using indirect shared costs as the last option in case of budget insufficiency.

**Indirect Shared Cost:** Indirect shared costs are expenses not directly identifiable with a specific program/project but necessary for the general operation of AEHDA.

## 5. Fixed Assets

### 5.1. Policy Guidelines

This section outlines the procedures to ensure that AEHDA's fixed assets are acquired, recorded, utilized, and disposed of with appropriate authorization and approval. The primary focus is to safeguard and account for these assets, which include both movable and immovable items.

AEHDA's policy states that all fixed assets are recorded at acquisition cost minus accumulated depreciation (or any donor requirements). Fixed assets are typically categorized into the following groups:

- Vehicles
- Machinery and Equipment
- Spare Parts
- Furniture and Fixtures
- Office Equipment
- Computers and Other IT-Related Equipment

### 5.2. Asset Inventory

All fixed assets acquired by AEHDA shall be properly recorded in the Ledger Accounts with the approved and valid vouchers attached. b) A Fixed Assets Register shall be maintained to track all properties owned by AEHDA.

The register shall include the following columns:

- Serial Number
- Date of Acquisition
- Name of the Asset
- Accounting Code of the Asset
- Identification Number of the Asset
- Cost of the Asset
- Depreciation Rate

- Accumulated Depreciation
- Depreciation Charge for the Year
- Disposal Costs for the Year
- Book Value of the Asset
- Description or Remarks Column

### **5.3. Depreciation of Fixed Assets**

According to this policy, the depreciation of all fixed assets shall be calculated on a straight-line basis at rates estimated to write off the cost of each asset over its estimated useful life.

#### ***Formula for Straight-Line Depreciation:***

(cost of the asset - estimated salvage value) ÷ estimated useful life of the asset

#### **Depreciation rates table**

The following points shall be considered when applying depreciation to fixed assets:

- Assets costing over \$500.00 USD and with a useful life of at least three years will be considered depreciable. The straight-line depreciation method shall be applied according to this financial policy.
- Fully depreciated fixed assets will remain on AEHDA's statement of financial position until they are disposed of or otherwise deemed worthless.
- AEHDA's policy is to charge a full year's depreciation in the year of acquisition. No depreciation is to be charged in the year of disposal.

### **5.4. Lost or Stolen Assets**

Any loss of assets must be reported to the Admin Department for a thorough investigation to determine the cause. This investigation will ascertain whether the loss was due to the fault of responsible staff members or other reasons. The Admin Department will make the final determination of the cause of the loss and report it to AEHDA's management team for a final decision. Based on the facts in the investigation report, the management team will decide whether the responsible person should reimburse the value of the lost assets or if AEHDA should follow the write-off procedure for the asset amounts according to accounting principles.

In cases where fixed assets are stolen or lost, a theft/disposal account shall be created according to accounting principles and this finance policy. The transaction will be recorded in the journal, with the stolen asset debited and the purchase account credited.

### **5.5. Allocation and Transfer of Assets within the Organization**

Assets within AEHDA are allocated or transferred following a structured process. Each allocation or transfer begins with identifying the asset and obtaining authorization from department heads or management. A proper asset transfer form is filled out to document details such as asset description, condition, and assignment to employees. For transfers between employees or back to the organization, thorough inspections ensure assets are in good condition. Updated records in the asset management system maintain transparency and compliance with organizational policies, fostering efficient asset utilization and accountability.

## 5.6. Procedure for Fixed Assets Tagging and Identification

Fixed assets at AEHDA undergo a tagging process to enhance identification and management. Initially, assets are identified based on departmental records and physical verification. Each asset is assigned a unique identification tag, which includes details such as asset description, serial number, acquisition date, and location. Tags are affixed securely to assets to ensure visibility and durability. Regular audits are conducted to verify tag accuracy and asset condition, updating records as necessary in the asset management system. This systematic tagging procedure supports effective tracking, maintenance, and reporting of fixed assets across the organization.

## 5.7. Disposing of Assets

AEHDA's policy is not to dispose of any fixed assets unless they meet one of the following conditions:

- They are to be disposed of as scrap.
- They have become too costly to maintain.
- They have become obsolete.
- They are fully depreciated.
- Disposal has been approved by the Executive Director in accordance with this policy.

## 5.8. Asset Disposal Practices

Subject to the rules and regulations for the disposal of non-expendable items implemented by the Government of Afghanistan and any donor bodies, if a non-expendable item is considered obsolete, the concerned department shall obtain approval from the Executive Director. Subsequently, a written request will be made to the Admin Department to arrange for the sale of the item.

Upon disposal of the items, the Admin Department will send the finance department the cash, cheque, or demand draft for the amount of the sale proceeds. Upon receipt of the sale proceeds, the finance department will prepare a receipt voucher to record the cash/bank receipts in the software.

At the conclusion of each project, AEHDA follows a structured procedure for the handover of fixed assets. This begins with identifying and verifying all assets, followed by assessing regulatory and donor requirements. Based on these assessments, decisions are made regarding whether assets will be transferred to relevant ministries, other organizations as required, or retained by AEHDA if beneficial. The process includes obtaining necessary approvals, coordinating physical transfers, documenting the handover, and ensuring compliance with all legal and administrative obligations. Regular reviews are conducted to optimize the effectiveness of asset management practices.

# 6. Grants/Project Management

## 6.1. Managing Grants

When AEHDA receives funds from various donor or funding organizations to support specific projects, these funds must be managed in an economic, efficient, and effective manner by the

finance team responsible for the projects. The following points shall be considered in the management and administration of grants:

- The administration process for donor/funder funds must include timely feedback to donors, detailing the projects funded by them.
- Donor/funder funds shall only be used in accordance with the provisions of the grant agreement.
- As part of the annual budget, grants shall be included in the annual estimates as follows:
  - i. Donor/funder grants shall be budgeted for and committed through signed agreements. Where there is a high degree of certainty that the funds will be received during the year, the Management Team/Finance Manager shall review all signed agreements to confirm the existence and value of the grants included in the budget.
  - ii. If an agreement is unsigned or there is significant uncertainty regarding the receipt of grants in a signed agreement, the Finance Manager will remove the related expenditure from the budget.

## **6.2. Receiving Grants**

AEHDA prefers to receive funds or grants directly into the organization's bank account or via a cross check issued in the organization's name. However, in situations where bank transfers or cross checks are not feasible, the organization will accept the receipt of funds in cash from the donor.

## **6.3. Grant Agreements**

Ensuring compliance with the terms and conditions of donor/grant financing agreements begins with verifying that each agreement fully aligns with AEHDA's financial policies and procedures.

- The Executive Director is ultimately responsible for ensuring the organization's consent to and compliance with all financing agreements with donors/funders.
- The grants committee, consisting of the Management Team, Finance Manager, and Head of Program, shall review donor/funder procedures and advise the Executive Director on their acceptability.
- Upon receiving advice from the grants committee, the Executive Director will make a decision regarding the agreement.
- The Executive Director shall authorize a grant agreement only after it has been cleared by the grants committee, with evidence of this clearance retained on file for control procedures and audit purposes.
- Compliance: All project managers/coordinators must ensure that all donor/funder funds are used according to the terms and conditions of the grant agreement. This includes:
  - i) Application of funds in accordance with the approved budget.
  - ii) Compliance with procurement procedures.
  - iii) Adherence to disbursement and payment procedures, including claims for funds.
  - iv) Compliance with donor reporting procedures.
- The Finance Manager shall review the compliance of all projects with donor procedures and advise the Executive Director of any noted exceptions.

## 7. Financial Management and Budget Control

### 7.1. Overview

Financial management is a crucial responsibility of the finance department, encompassing all financial transactions and reports. To achieve robust and standardized financial management, attention must be given to the fundamental elements, which are as follows:

#### a) Accounting Records

AEHDA must maintain accurate records of all financial transactions to demonstrate efficient and effective use of funds. These accounting records also provide valuable insights into the organization's management and its progress toward achieving its objectives.

#### b) Financial Planning

Aligned with AEHDA's strategic and operational plans, the budget is a cornerstone of financial management. It plays a crucial role in monitoring the use of funds.

#### c) Financial Monitoring

By setting a budget and maintaining clear and timely accounting records, the finance department can easily produce financial reports. These reports enable managers to assess the progress of the projects.

#### d) Internal Control

Ensure AEHDA has proper controls over all financial activities, manages money well, and prevents misuse. The actions and transactions considered for financial control include:

- Keeping cash in a secure place (preferably in a bank account).
- Ensuring all expenditures are properly authorized.
- Adhering to the budget.
- Monitoring monthly expenditures.
- Employing qualified finance staff.
- Conducting an annual audit.
- Performing a monthly bank reconciliation to ensure the bank balance matches the amount recorded in the cashbook.
- Conduct periodic cash counts to ensure accuracy or records.

### 7.2. Responsibilities

The Finance Manager is responsible for administering budgetary control and must report to the Executive Director of AEHDA.

- The detailed tasks of communicating variance information and coordinating control efforts also fall under the Finance Manager's responsibilities.
- The Finance Manager must generate monthly reports from AEHDA's accounting system and analyze the differences between actual and budgeted figures, completing this within 14 days after the end of the relevant month.

### 7.3. Retention of Financial Record

This section outlines the policies and procedures for maintaining and storing accounting records. "Accounting records" include cash books, bank books, vouchers, hard copies of

financial ledgers, and supporting documents. According to this financial policy, the finance department must maintain all financial transactions and accounting records, both soft and hard copies, for 7 years. Additionally, project agreements with donors, financial reports, and annual audited accounts should be stored for at least 7 years.

### **Procedure**

- Hard copy shall be made for each batch entered into the system and signed by the Finance Manager.
- Original vouchers from AEHDA's offices in other locations should be stored securely and in an organized manner at the main office. All original project agreements should be stored in the finance department at the main office.
- Data backups should be taken every fortnight and given to the cashier to store in the AEHDA safe.
- All transactions within the AEHDA's finance units are confidential. Finance Managers should release financial information only in the form of standard reports such as budget follow-up reports, balance sheets, and income-expenditure accounts.
- If details of transactions related to the standard reports are required, the concerned officials shall have access only to the details of financial transactions relevant to their cost center.
- It is not permitted to provide transaction details to staff who are not directly responsible for the activity and its budget follow-up. Details of expenditure, particularly personnel costs, should only be released to project managers. However, any details regarding all AEHDA's costs and financial documents must be provided to the Executive Director and the auditors.
- It is strictly prohibited to disseminate information regarding financial transactions, especially personnel costs such as salaries and other benefits, to any internal or external source unless the information falls under one of the above categories.

### **7.4. Budget Control Tools**

- For budgetary control purposes, the annual master budget shall be prepared on a monthly or quarterly basis.
- All operational overhead expenses shall be apportioned equally unless specific items of expenditure are known with certainty for particular periods.
- Direct operational expenses shall be allocated to monthly and quarterly periods based on the timing of each activity in accordance with the approved work plan.
- The capital expenditure budget shall also be allocated to monthly and quarterly periods based on the anticipated timing of asset purchases.
- Grants, donations, and miscellaneous income shall be budgeted for the months in which they are expected to be received.

## **8. Accounts and Accounting Software**

### **8.1. Goals of the Accounting System**

- **Transparency**



Ensure all financial transactions are recorded accurately and transparently to maintain the integrity of financial data.

- **Efficiency**

Streamline financial processes to improve the efficiency of transaction recording, reporting, and analysis.

- **Interconnectivity**

Integrate with other departments such as procurement, admin, human resources, and program management to facilitate seamless data flow and coordination across AEHDA.

## 8.2. Chart of Accounts

AEHDA will maintain consistency in its financial reporting by using a professionally developed chart of accounts integrated with the accounting software. If new accounts need to be added to improve financial reporting or meet specific donor requirements, the Finance Manager will notify the Executive Director for approval of the additions or modifications.

Speciman Chart of account to be included

## 8.3. Implementing the Chart of Accounts

- Every three years, the Finance Manager will conduct a thorough review of the adequacy and format of the chart of accounts.
- The Finance Manager will inform the finance team of any updates to the chart of accounts.
- The Finance Manager will ensure that the approved budget appropriations are accurately processed and that budget reports provide sufficient information.

## 8.4. Standard Accounting Software

To ensure transparency and up-to-date record-keeping of all financial activities, AEHDA has developed a standard accounting software. Should funds become available, a modernized finance software will be developed to replace the current system. This new software will be interconnected with the procurement, admin, human resources departments, program management, and other AEHDA offices in different locations

## 8.5. Recording Financial Transactions

- **Timeliness**

All financial transactions must be recorded promptly, ideally on the same day they occur, to ensure the accuracy and completeness of financial records.

- **Accuracy**

Transactions should be recorded accurately, reflecting the true nature and amount of the transaction. Double-check all entries for errors before finalizing.

- **Documentation**

Each transaction must be supported by appropriate documentation, such as invoices, receipts, purchase orders, or contracts. These documents should be attached to the transaction records.

- **Authorization**



Ensure that all transactions are properly authorized by designated personnel before recording. Unauthorized transactions should not be entered into the accounting system.

- **Classification**

Financial transactions must be classified correctly according to the chart of accounts, ensuring they are recorded under the appropriate account codes.

- **Consistency**

Follow consistent procedures and methods for recording transactions to maintain uniformity and comparability in financial records.

- **Segregation of Duties**

Implement segregation of duties to prevent fraud and errors. Different individuals should be responsible for authorizing transactions, recording transactions, and handling cash or assets.

- **Reconciliation**

Regularly reconcile accounts, including bank reconciliations, to ensure that recorded transactions match actual financial activity. Investigate and resolve any discrepancies promptly.

- **Confidentiality**

Maintain the confidentiality of all financial transactions. Access to financial records should be restricted to authorized personnel only.

- **Compliance**

Ensure all transactions comply with AEHDA's financial policies, procedures, and relevant regulatory requirements.

- **Audit Trail**

Maintain a clear audit trail for all transactions, documenting the sequence of events from initiation to final recording. This should include details of who recorded, reviewed, and approved each transaction.

- **Use of Accounting Software**

Record all transactions in the designated accounting software to ensure systematic tracking and reporting. Manual records should only be used as a backup and reconciled with the digital records regularly.

- **Periodic Review**

Conduct periodic reviews of recorded transactions to identify and correct any inconsistencies or errors. This should be part of regular internal audits.

- **Training**

Provide ongoing training for finance personnel to ensure they are proficient in the procedures and use of accounting software for recording transactions accurately.

## 9. Financial Reporting

### 9.1. Information in Financial Reports

The Finance Manager is responsible for preparing all financial reports and annual financial statements. In reports submitted to the Directorate/Ministry of Economy and other government sectors, both the local currency and US dollars should be considered. For financial reports and statements for donors, the currency should be in accordance with the grant agreement. The financial reports and annual financial statements must be reviewed by the Executive Director and approved by the management committee.

The exchange rate for AEHDA's accounts, whether in US dollars or any other foreign currency, shall be based on the daily updated exchange rate from Da Afghanistan Bank, unless otherwise agreed upon with the donors

A complete set of financial statements, in accordance with IFRS, includes:

- A statement of financial position (Balance Sheet);
- A statement of financial performance (Income and Expenditure Statement);
- A statement of changes in net assets/equity;
- A cash flow statement;
- A statement of comparison of budget and actual amounts, either as a separate additional financial statement or as a budget column in the financial statements.

## 9.2. Monthly and Quarterly Reports

The following procedures shall be followed in the preparation of monthly and quarterly reports:

- The Finance Manager shall prepare the monthly and quarterly financial reports no later than the 10th of the month following the end of the relevant month or quarter.
- The Finance Manager shall issue a timetable each month or quarter, indicating the actual dates by which various stages of work must be completed. The timetable shall include the following tasks:
  - i) Completion of cashbook postings and bank reconciliations.
  - ii) Completion of subsidiary ledger postings and reconciliations.
  - iii) Preparation of various standard journal vouchers.
  - iv) Completion of postings to the general ledger and extraction of the preliminary trial balance.
  - v) Completion of the final trial balance after review and necessary adjustments.
  - vi) Completion of the balance sheet and income statement.
  - vii) Preparation of supporting schedules.
  - viii) Receipt of variance analyses explanations.
  - ix) b) End of Year Reporting
- Prior to the end of the financial year, the Finance Manager will prepare instructions detailing the timetable for the submission of accounting returns and the names of the officers responsible for their completion.
- The creditor's ledger and accruals and prepayments register will remain open until the end of the fifth week after the year-end to ensure that all relevant items are included as accurately as possible.
- After these records are closed, any further adjustments will be made only through non-standard journal vouchers authorized by the Finance Manager.
- The annual accounts must be completed within one month following the financial year-end. The audit report, along with the management letter from the auditors and management responses, shall be made available to the Board of Directors within the first three months of the following year after approval by the Executive Director.

## 9.3. Year-End Accounting Routines

Most year-end accounting routines are similar to those performed monthly. However, specific tasks to be completed at the end of the year include:

- Provision for slow-moving, obsolete, or deteriorated stock where applicable.

- Write-off of unusable or obsolete property, plant, and equipment.
- Certification of cash on hand.
- Assessment of prepayments and accruals.
- Certification of bank balances and investments.

## 9.4. Internal Controls

### Objectives:

The objectives of internal control management are to ensure adherence to prescribed policies, prevent fraud and errors, promote operational efficiency, safeguard assets and records, and provide accurate and reliable data. This system will rigorously control all operational departments, including financial activities, to maintain the highest levels of financial control. The purpose of financial control is to detect errors and deter opportunistic theft, fraud, and omissions in the accounting records. To ensure high levels of financial control and adequate preparation for external audits, the Internal Control Department shall conduct regular financial reviews using the following methods:

- **Accounting Records and Balance Sheet Review:** Regularly check and control the following reconciliation folders:
  - Bank reconciliations
  - Petty cash float count confirmation and cash count system
- **Segregation of Duties:** In AEHDA's organizational structure, the Head of Program is authorized to approve expenses up to \$500, while the Executive Director is authorized to approve expenses up to \$5,000. If the Executive Director is unavailable or on a mission, the acting Executive Director will assume responsibility, as communicated via email by the Executive Director to other staff during the period of absence.

The Finance Manager or their designate will ensure that the finance regulations, policies, and procedures detailed in this policy are effectively implemented by conducting self-audits twice a year as follows:

- **Approval Authority Levels:**

Sample signatures of the above signatories are attached in Annex 2.

**Note:** The Executive Director/Deputy Executive Director, in conjunction with the finance department, can jointly approve disbursements/payments.

## 10. Audits

### 10.1. Grant Audits

At the end of the grant period, a financial statement shall be prepared and submitted to the funders/donors based on their financial statement format, following an independent external audit. The following points shall be considered for financial auditing:

- AEHDA's financial statements shall be audited annually by an independent external auditor appointed by AEHDA and approved by the Board.
- The appointed auditor shall examine AEHDA's internal controls to ensure the accuracy and reliability of the records in safeguarding the organization's assets.

- Following this examination, the auditor shall issue a report highlighting any weaknesses identified and make recommendations for rectifying these weaknesses.
- The main objective of the audit is to provide an independent opinion on whether AEHDA's financial statements present a true and fair view of the organization's financial state.
- The accountant is responsible for preparing the financial statements necessary for the audit.
- The accountant shall also ensure that all documents and information requested by the auditor are made available for the purpose of the audit.
- AEHDA shall ensure that the auditors audit the organization's accounts at the end of each fiscal year.
- The auditors shall be required to submit certified true copies of the following audited reports to AEHDA, Management Letter and any specific documentation required by donors.
- The signed audited accounts shall include management's responses to all issues raised in the management letter before submission to interested parties.
- After the audit of grants, AEHDA shall retain all documents pertaining to the audited grants for at least (7-10) years.

## 10.2. Annual External Audit

AEHDA follows a competitive bidding process to select auditors for conducting independent external audits of the organization's financial statements. While the responsibility for preparing comprehensive and accurate financial reports rests with AEHDA, the appointed auditor evaluates and provides an opinion on the truth and fairness of these statements. Additionally, the auditor issues a management letter identifying any internal control weaknesses and offering recommendations for enhancement. This policy ensures transparency, accountability, and adherence to regulatory standards in financial reporting practices.

## Annexes

- Annex 1. Request Form
- Annex 2. Advertisement
- Annex 3. Quotation Forms
- Annex 4. Bid Comparison
- Annex 5. Purchase Order
- Annex 6. Cash Payment
- Annex 7. Check/Bank Payment
- Annex 8. Invoice
- Annex 9. Contract
- Annex 10. GRN/SRN



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## Advertisement Form

Date: \_\_\_/\_\_\_/\_\_\_

Contact Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Primary Phone Number: (\_\_\_\_) \_\_\_\_\_

Other Phone Number: (\_\_\_\_) \_\_\_\_\_

Best Time to Contact: \_\_\_\_\_

Ad Information:

For: \_\_\_\_\_

Page Size: \_\_\_\_\_

(Check one)  Color  Black & White

Price: \_\_\_\_\_ (Check one)  Cash  Check  Money Order

If using a Template:

Template #: \_\_\_\_\_

Main color to be used: \_\_\_\_\_

Additional Comment/ Details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted Materials: (Check all that apply.)

CD (photos)

CD (finished ad)

Writing (on paper)

Finished as (Final Copy, on high-quality paper, to be sent in)

Photos (paper)

Additional Materials: \_\_\_\_\_

# RECEIPT

Date \_\_\_\_\_

No. \_\_\_\_\_

**Received From**

**Amount** \$

Amount \_\_\_\_\_ Dollars

**For Payment of**

**Received By**



## Internal Request Form

If you are interested in requesting samples from your collection stored at the NIDDK Repository, update and submit the form below and a member of the NIDDK Central Repository staff will contact you within 7-10 days. If desired, you may save the form instead and return to complete it at a later time.

\* = Required Field

### Internal Request

---

Request Name\*

*Create a nickname for your reference*

### Request Lineage

---

Originating Request

### Requestor Information

---

Name\*

Address\*

Email\*

Title

Institution

Phone

Fax



(For Customer)

## GOODS RECEIPT NOTE (GRN)

Location & Address			
Date of Receipt		GRN No.	
<b>PART A : Agent / Depositor Details (One Depositor Per GRN)</b>			
Agent / Depositor Name		Telephone No.	Fax No.
Communication Address			
<b>PART B : Details by beneficiary (use additional sheets to provide these details if necessary)To be filled only in case of exchange deposits</b>			
DP ID		DP Name	
Beneficiary / Client Code		Beneficiary / Client Name	
Address & Tel No.			
<b>PART C : Other Details</b>			
Name of the commodity Deposited (One commodity per GTN if Applicable)		Deposit Type	
		<input type="checkbox"/> Exchange <input type="checkbox"/> Non Exchange <input type="checkbox"/> NSPOT	
<b>PART D : Sample Details</b>			
Assayer	Sample Date	Sample Slip No.	
<b>PART E : GTN Details (use additional sheets to provide these details if necessary)</b>			
GTN No. / GTN Date	No. of Bags	Net Weight Inclusive of Gunny Bag Weight in MT	
<b>TOTAL</b>			
Place :	Name & Signature of Executive :		
Date :	Name & Signature of Manager :		
<p>I have gone through the terms and conditions of storage and agree to abide by the same. I hereby give declaration that the commodities being deposited herein belong to the beneficiary as stated above and are free from any encumbrances. I request you to take the custody of the said commodities for which I undertake to indemnify you against any losses incurred by you due to any false information provided by me/any misrepresentation of facts on my part. Commodities stored with you shall not contain any explosive, harmful pesticides, chemicals, drugs. I shall be liable to pay all charges due from time to time as per charges schedule along with mandi tax for the commodities stored with you.</p>			
Date :	Name & Signature of Depositor:		Date :
Format No. QR/RWH-04	Version No. 02		

## Purchase Order Request Form

Req. No. \_\_\_\_\_ Purchase Order No. \_\_\_\_\_  
 Account No. \_\_\_\_\_ Account Name \_\_\_\_\_  
 Professor's Name \_\_\_\_\_ Signature \_\_\_\_\_  
 Your Name \_\_\_\_\_ Your Email \_\_\_\_\_ Your Phone Number \_\_\_\_\_  
 Date \_\_\_\_\_

Special Instructions:

Item No.	Description	Quantity	Unit (each, pkg, case)	Per-Unit Price	Line Item Total Price

In Stock     Lead Time \_\_\_\_\_    **Total Price** \_\_\_\_\_  
 Shipping Preference    Ground    Express

Complete Name of Vendor: \_\_\_\_\_ Name of Contact: \_\_\_\_\_  
 Address of Vendor: \_\_\_\_\_ Contact's phone number: \_\_\_\_\_  
 \_\_\_\_\_ Contact's fax number: \_\_\_\_\_

Please attach any web printout or email or faxed quotation received from vendor.