**MEMORANDUM**

**TO** : ALL SUB-COMMITTEE CHAIRPERSONS

**FROM** : CHAIRMAN

(Ghana 60th Anniversary Planning Committee)

**CC.** : - CHIEF OF STAFF

* EXECUTIVE SECRETARY TO THE PRESIDENT
* CHIEF DIRECTOR
* DIRECTOR OF FINANCE AND ADMINISTRATION

**DATE** : 4TH APRIL, 2017

**SUBJECT** : **FINANCIAL ACCOUNTING FOR AUDIT PURPOSES**

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Now that the ‘emergency’ phase of our operations are over, we need to get into conventional procedural regulations on financial accounting and management.

It is not normal practice to seek approval after you have ordered goods and services on behalf of an organisation. If this were so, it would be impossible to keep control of expenditure and to ensure that expenditures are justified.

In view of the above and the fact that we now have an Accounts officer employed at the Secretariat to ensure the proper management of our finances:-

PLEASE NOTE AND INSTITUTE THE FOLLOWING:

1. No commitment of expenditure on the Committee should be made by anyone without prior approval.
2. All request for funds for Committee projects, events, cash expenses should be fully outlined in a memo and justified before payments can be made.
3. All in house events/projects should be properly costed and budgeted, without which there can be no guarantee of financial support.
4. All supplies and orders delivered should be waybilled and signed by the receiving officer at the stores before payment(s) can be effected.

I sincerely hope that all members will abide by these normal financial procedures to give meaning to the Governments’ call for prudent financial management.