

# FINANCE MANUAL

- **Contents**

- **The NGO's values, mission and strategy**
- **Key responsibilities (Authority Structure) and organisational structure**
- **Specific finance policies** (policies approved by senior managers and trustees about how the NGO should work)
- **Key minimum standards** (one page summary)
- **Specific finance procedures** (how to put the policies into practice) (e.g. procurement, banking, accounting routines)
- **Chart of accounts**
- **Examples, resources materials, checklists, formats, etc.**

# Finance And Administration Manual For Ngos

**Marcel A. Müller**



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