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The attached sample Policies and Procedures Manual was developed to assist Non-Federal Entities (NFE) in their administration of federal funds. It includes sample personnel, . Free sites For Nonprofits | Free Hosting For Nonprofits. Financial Policies and Procedures rofits and Philanthropy. These policies will guide the financial operations of the organization until that time they are amended or changed by the board of . This handbook was created to assist you in developing policies and procedures to ensure the effective and efficient management of your programs and organization. The attached sample Policies and Procedures Manual was developed to assist Non-Federal Entities (NFE) in their administration of federal funds. It includes sample personnel, accounting, financial management, procurement, records management, and privacy and data collection policies, and has two distinct purposes. We are a nonprofit organization committed to protecting and using our assets for our nonprofit mission. Proper financial practices are very important in doing this, since proper practices help to prevent and detect errors and fraud.