

ACCOUNTING DOCUMENTS AND PROCEDURES

The Bookkeeper will maintain the following accounting documents.

Cheque Authorization Form

There will be a cheque request form for each cheque that includes the following information:

1. Name of Payee
2. Description
3. Voucher number
4. Cheque number
5. Project Number to indicate which project(s) the cheque should be charged
6. Amount and the signature of the person collecting the cheque.

The main purpose of the voucher system is to ensure there is a record in place that provides evidence of which project checks are to be charged to, that checks have been collected by the respective vendors and also to satisfy donor requirements.

An example of a cheque authorization form can be found in Appendix 3.

PETTY CASH MANAGEMENT

Overview

Expenditure for small recurring items may be paid for from Petty Cash. A member of staff shall be appointed at respective centres in consultation with the Accountant to handle petty cash. Such an officer will be responsible for:

- a) Preparing the Petty Cash Voucher
- b) Maintaining a Petty Cash Register that records all petty cash transactions
- c) Filing all supporting documentation for petty cash transactions
- d) Reimbursing the petty cash float

Petty cash float of **(organization to decide on amount)** shall be clearly stated in the letter to the official handling petty cash.

The letter should indicate what items are authorized by PREVENT for the particular program to be paid from petty cash and any prior authorization needed for any disbursement, for example, Administration Petty cash allowable items are:

- i) Daily newspapers
- ii) Tissues
- iii) Sugar
- iv) Tea leaves
- v) Soap etc.

Accounting Instruction Manual

Steven M. Bragg



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