

ACCOUNTING MANUAL

Section 1. Accounting Control

DABIREMCO shall adopt sound internal control system that is consistent with the following objectives:

- a. To safeguard and preserve the cooperative's assets;
- b. To prevent fraud and other losses; and
- c. To ensure the accuracy and completeness of the accounting records.

It shall adopt measures of safeguards and internal control to improve the credibility and accuracy of its accounting records. These measures must include:

- a. A manual of operations segregating the duties and responsibilities of each employee who handles operational, custodial and accounting functions;
- b. A system of authorization and recording procedures adequate to provide reasonable accounting control over assets, liabilities, equity, revenue and expenses;
- c. Hiring, employing and developing personnel capable of effective and efficient performance of their duties and responsibilities; and
- d. Effective and timely audit of the cooperative's records and accounts by its audit committee or external auditors.

Section 2. General Safeguards and Control of Assets

This system of control requires the joint effort, reciprocal witnessing, proofing, or authentication by two or more designated personnel, whether together or singly, one after the other, to successfully and properly complete an operation. Cash in vault, accountable forms such as members' passbooks, official receipts, safe deposit spare locks and keys should be under dual control.

Dual control on the vault, safes, chests, receptacles, can be established by the use of two locks, or combinations with one or more people assigned to each half of the control. Safe combination numbers should be written or typed on paper and placed in an envelope sealed with wax with signatures of the officers-holders and their witnesses running across the flap to expose any tampering thereof. The envelope should be deposited with the Manager in the case of branches and with the General Manager in the case of the Head Office. The same procedure applies to the duplicate keys to the inner door of the vault, safes, chests and drawers. Cashiers and other officers assigned to the dual control should avoid observation by one another while operating safe or vault combinations.

Combinations should be periodically changed. When seals are broken the presence of the two signatory witnesses and the holders or their substitutes, preferably ranking officers, are required. In any case, when the seal is broken, the combination should be changed immediately.

Safes and chests that are equipped with only one combination may attain a dual control feature by placing a shield over the combination so that one person holds part of the combination and a second holds the rest. Another way of creating dual custody is through the installation of a key lock to augment the combination lock.

Section 3. Review of Operation by the Board of Directors

The Board of Directors of the cooperative has the primary responsibility of protecting the interests of its member – depositors and borrowers. Due to this enormous responsibility, the Board is kept informed on the status of loans approved by them and those approved by the Credit Committee. At its regular meeting, the Board is furnished by management with the Cooperative's Statement of Financial Condition, Statement of Operation, Statement of Cash Flows, comparative balances of statutory funds, charge-offs, undivided net surplus, cash items, overages and shortages and the reports of the internal auditor/Audit Committee and external auditor (if any).

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