

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 Manual Samples

Minjie Lin



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Audit Analytics J. Christopher Westland, 2024-04-04 This book using R and RStudio demonstrates how to render an audit opinion that is legally and statistically defensible analyze extract and manipulate accounting data build a risk assessment matrix to inform the conduct of a cost effective audit program and more Today information technology plays a pivotal role in financial control and audit most financial data is now digitally recorded and dispersed among servers clouds and networks over which the audited firm has no control Additionally a firm's data particularly in the case of finance software insurance and biotech firms comprises most of the audited value of the firm Financial audits are critical mechanisms for ensuring the

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words to look beneath the surface The recent financial crisis has made this skill even more crucial to the business community As a result of this recent crisis and of the financial statement accounting scandals that occurred at the turn of the century understanding the auditor s responsibility related to fraud maintaining a clear perspective probing for details and understanding the big picture are indispensable to effective auditing The author team of Louwers Ramsay Sinason Strawser and Thibodeau has dedicated years of experience in the auditing field to this new edition of Auditing Assurance Services supplying the necessary investigative tools for future auditors

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