

CSD-SUMMARY OF ACCOUNTING FORMS AND REPORTS:

FUNCTIONS	FINANCING/ACCOUNTING DOCUMENT (SOURCE) & BOOK OF ENTRY-FORMS	FINANCING/ACCOUNTING SUMMARY REPORT FOR QUICKBOOKS	FINANCIAL /ACCOUNTING REPORTS
<p>CASH RECEIP (REVENUES)</p> <p>Donations from donors, other income and cash receipts</p>	<p>1. Receipt Voucher with attached Official receipts and Other supporting documents</p>	<p>Receipt Voucher (RV) for grant income Official receipts for general receiving (cash, check...)</p>	<p>RV post into the QuickBooks</p>
<p>DISBURSEMENT (EXPENSE)</p> <p>a) Through Petty Cash Fund (PCF) General an Administrative & Finance Expenses and especially costs not over \$50, per claim of a request</p> <p>b) Through Bank (Check payment/ Saving Withdrawal) Petty Cash Fund Replenishment Report, bank transfer Payments for fixed assets, telephone, rent, Utilities, etc. Program expenses (Large amounts such as materials) Program Advances Payroll Costs over \$50, per claim of a request</p>	<p>2. Payment Voucher-Petty Cash fund and Petty Cash Fund Cash Count Report (Support- Vendor invoices, etc.)</p> <p>3. Payment Voucher- Bank (Support-Vendor invoices, etc.) and (other 3rd party supports) Purchase request</p> <p>Approved payroll schedule Pay slip by check</p>	<p>Petty Cash Fund Replenishment Summary Payment Report</p> <p>Bank reconciliation (current account) between Cash Book and Bank statement Balance passbook (Bank Savings Account) Payment reports</p>	<p><u>A. QuickBooks-generated reports</u> Balance Sheet Profit and Loss by Job/Donors Profit and Loss by Class/Projects Profit and Loss Actual vs. Budget Individual Donor Reports GL and Trial Balance</p> <p><u>B. Excel-generated reports</u> Fund Reconciliation Balance Report Bank reconciliation</p> <p><u>Others:</u> Fixed Assets Register Medical Health Benefits Provident Funds Staff Insurance Accumulated Depreciation Tax deduction on Staff Payroll</p>
<p>PROGRAM ADVANCES</p> <p>Program Expenses (Large) to be executed in the field by Program Manager/Project Director Travel advances by Program Manager/Director</p>	<p>4. Journal Voucher Program Advance Expenditure Report (Clearance) (Support-Supplier invoices and other expense receipts)</p>	<p>General Ledger/ Journal</p>	
<p>OTHER TRANSACTION</p> <p>Adjustments / Corrections and settlement/liquidation/clearance advance</p>	<p>Journal Voucher Support of adjustment/corrections all issues, and settlement/liquidation/clearance advance</p>	<p>General Ledger/ Journal</p>	