



BRETHREN IN CHRIST CHURCH

CENTRAL OFFICE ACCOUNTING MANUAL AND
PROCEDURES

2/17/2012

BICC CENTRAL OFFICE

ACCOUNTING MANUAL AND PROCEDURES

1.0 The responsibility of all financial issues rests with the Treasurer who shall provide for the following;

- 1.1 Preparation of Financial Statements
- 1.2 Preparation of Budgets and Cash-flows
- 1.3 Control of finances and accountability
- 1.4 Implementation of human resources policies
- 1.5 Communication with banks, other investments centres, and other stakeholders

2.0 Preparation of Financial Statements Policy

2.1 Policy Objectives are to ensure that;

- 2.1.1 Financial Statements are free from material misrepresentation
- 2.1.2 Financial Statements are prepared in accordance with Generally Accepted Accounting Procedures (GAAP) and conform to International Financial Reporting Standards (IFRS)
- 2.1.3 Financial Statements are produced on time
- 2.1.4 All relevant financial statements are produced

2.2 Procedures on Preparation of Financial Statements

- 2.2.1 Financial Statements shall be produced on an accrual basis.
 - 2.2.1.1 The frequency of Financial Statements preparation shall be monthly, on or before the 15th of the following month.
 - 2.2.1.2 The Annual Financial Statements shall be produced on or before 45 days after the year end.
- 2.2.2 There shall be provision of depreciation (**Straight line Method**) on assets. The rates shall be as follows:
 - 2.2.2.1. Buildings (1.5%)
 - 2.2.2.2. Motor vehicles (20%)
 - 2.2.2.3. Furniture (5%)
 - 2.2.2.4. Office Equipment (computers, printers, etc) (25%)
- 2.2.3 The major financial statements to be produced are; **Statement of Financial Position (Balance Sheet), Statement of Comprehensive Income (Income & Expenditure), Statement of Cash-flows (Receipts & Payments) and Notes to the Financial Statements.**
- 2.2.4 After preparation of the Financial statements, copies shall sent to the Internal Auditor, the Bishop and, subsequently, to BICC Finance Board.

3.0 Policy on Other Statements

3.1 Policy Objectives shall be to ensure that;

- 3.1.1 All other relevant financial information for decision-making is available.
- 3.1.2 Enhanced and comprehensive analyses are carried out before cash is spent.

3.2 Procedures on Other Statements

- 3.2.1 Other statements that need to be prepared are Budgets, Reconciliations and Cash-flow Statements.
 - 3.2.1.1 Budgets shall be prepared on monthly basis and annual basis.
 - 3.2.1.2 Variation on actual performance and budgets shall be analyzed and corrective measures, where possible be taken.
 - 3.2.1.3 Relevant reconciliations, i.e., Bank; Creditors, Debtors, etc. shall be carried out every month.
 - 3.2.1.4 Cash-flow budgets and actual Cash-flow shall be compared.
 - 3.2.1.5 Actual Cash-flows shall be on a daily basis while the Cash-flow budgets shall be on a weekly, monthly, quarterly, half-yearly and annual basis.
- 3.2.2 Preparation of other statements, beside those stated above shall be on an ad-hoc basis.

4.0 Control of Finances and Accountability

4.1 Policy Objectives shall be to ensure that;

- 4.1.1 All cash and financial assets are accounted for.
- 4.1.2 Only proper and authentic documentation shall be used.
- 4.1.3 Usage of money is properly and adequately authorized.
- 4.1.4 Financial Security features are restricted to authorized personnel.

4.2 Procedures on Control of Financial and Accountability

- 4.2.1 Cash shall be banked on regular intervals and records kept. Cash should not accumulate for more than a week without banking.
- 4.2.2 All payments shall be for proven expenses as supported by documents. (If prepayments are to be made, they should be for reputable suppliers).
- 4.2.3 The signing order of documents shall be; The Bookkeeper (expenses voucher, Order, Requisition & Order), Treasurer & Bishop (Expenses Voucher, Order, Bank Letter & Cash Requisition/Cheque), and any Bank authorized Signatory (Bank Letter and Cash Requisition/Cheque).
- 4.2.4 Payees (or their representatives) shall produce national identification particulars and sign for cash or cheque received, stating their names in full and organizations they represent.
- 4.2.5 All Financial vouchers shall be serialized and their records be kept by the Treasurer's Office.

5.0 Financial Communications Policy

5.1 Policy Objectives are to ensure that;

- 5.1.1 The Organization is aware of financial development relevant to it.

5.1.2 Outside stakeholders, like Bankers, External Auditors, etc., receive correct and relevant information.

5.2 Procedures on Financial Communications

5.2.1 The responsibility of Financial Statements preparations lies with the Treasurer.

5.2.2 The Treasurer provides for communication lines with Bankers, Creditors, and Auditors. (No unauthorized person is allowed to issue out financial information to outsiders).

5.2.3 The Treasurer communicates with the Finance Board on all Financial Matters; the Treasurer may be asked to present certain information to the Finance Board.

6.0 Other Provisions

6.1 The Objectives of Other Provisions are to ensure that;

6.1.1 The Head Office runs efficiently.

6.1.2 All personnel are utilized.

Matrix of Signatures

Requisition Form	Order Form	Payment Voucher	Bank Cash Requisition
<ul style="list-style-type: none">•Accounts clerk/Bookkeeper•Head Of Department	<ul style="list-style-type: none">•Accounts clerk/Bookkeeper•Head Of Department	<ul style="list-style-type: none">•Accounts clerk/Bookkeeper•Treasurer and any of the following:•Bishop	<ul style="list-style-type: none">•Treasurer and any of the following:•Bishop•Any Bank Authorized Signatory