

**Naripokkho**


**নারীপক্ষ**


**Financial Management Manual**

**Prepared by;**

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রেহানা সামদানী  
কোষাধ্যক্ষ  
নারীপক্ষ

  
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সভানেত্রী, নারীপক্ষ

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## Annexure

Annexure 1: Naripokkho's Anti-Corruption Policy

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# 1. Introduction

## 1.1 About Naripokkho

Naripokkho is a membership-based, women activist organization which was founded in 1983 for ensuring women's rights, empowerment and building resistance against violence, discrimination and injustice to women. It was registered at NGO Affairs bureau bearing registration no.943 and at department of women affairs bearing registration no. 627/88. Since its foundation, Naripokkho has been arranging regular members meeting to discuss about the problems, issues related with women and to develop strategies related to these concerns. These discussions form the basis for Naripokkho's programmes and activities, which include campaigns, cultural events, training, research, lobbying and advocacy, and maintenance of a regular participatory discussion. Most of the Naripokkho's activities are voluntary and financed by the members. But there are some specific projects which are carried out with grant fund.

Naripokkho's work is focused on the following five special areas:


1. Equality and the Political Empowerment of Women
2. Violence Against Women (VAW) and Women's Human Rights
3. Women's Health and Reproductive Rights
4. Communal Harmony
5. Women's Economic Rights

## 1.2 Objective of the Financial Manual

Ensuring effective and efficient control over financial management is an integral to the day-to-day financial activities of the organization. The funds granted to Naripokkho are entrusted to it by development partners, member's contributions and individual donation for use on behalf of beneficiaries/participants. The ability to provide accurate, complete and timely financial information as per International Financial Reporting Standards (IFRS) enables Naripokkho to comply with the rules and regulations of its donor's and regulatory agencies. The policies and procedures contained in this Financial Manual are designated to provide Naripokkho with the tools needed to effective and efficient management over its financial resources. The staff guidance in this Financial Manual is to be used in connection with other policies and procedures as promulgated by Naripokkho. Usually, the objectives of introducing the Financial Manual in wide aspects are as follows:

- To assist in upgrading the financial management in order to utilize the resources of the organization effectively;
- To introduce a better accounting system as per International Financial Reporting Standards (IFRS);
- To establish the foundation of Naripokkho's Accounts unit on a strong base, which is sound from internal control point of view, transparent, acceptable by the development partners and adequate in achieving Naripokkho's mission objectives;
- To enhance the financial management capability of Naripokkho's Accounts unit is generating its financial report quickly, timely and accurately so that management can take full benefit of its financial information systems; and
- To ensure that statutory requirements as regards to Income Tax, VAT and NGO Affairs Bureau regulations are fully adhered to by Naripokkho Management.

  
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However, more specifically, the objective of introducing this financial Manual is to make enable the Accounts department of the organization:

- To gather appropriate financial data for reporting;
- To generate reports in a cost-effective way and adopt control mechanisms, to provide **reliable** and unbiased information;
- To provide management with financial information which are relevant, valuable and complete;
- To provide consistent and accurate financial data;
- To maintain regularity and discipline in all levels of financial activities of NARIPOKKHO;
- To ensure transparency and accountability through better implementation of effective financial management control system;
- To prepare the financial statements as per International Financial Reporting Standards (IFRS);
- To provide organization budget and monitor whether or not its financial activities are taking place in line with budget; and
- To generate reliable information and reports, to meet the requirements of regulatory bodies, management and others as applicable.

This Financial Manual provides, in one place, a comprehensive set of Financial Policies and Procedures of Naripokkho. This Financial Manual supersedes all previous Financial Policies and Procedures that were in place before the formal approval of this Financial Manual.

The contents of this Financial Manual are arranged in various chapters containing financial policies and procedures developed in the organization. Different formats are attached as ANNEX with sequential numbers. All employees are expected to be aware of understanding and fully complying with all policies and procedures stated in this Financial Manual.

### 1.3 Implementation of the Financial Manual


The Financial Manual of the organization shall be applicable from the date it is approved by Executive Committee (EC). This Financial Manual applies to all financial aspects related to NARIPOKKHO and all projects financed and implemented by Naripokkho.

### 1.4 Procedure of updating the Financial Manual

a) Executive Committee (EC) of the Organization shall have the right to modify, amend, replace, revise and add any of the provision of this Manual in such manner and to such extent, as may be deemed fit. Executive Committee of the Organization may constitute a committee / sub-committee or appoint consulting firm to review and update the manual periodically.

b) Any change or modification/amendment, as approved by Executive Committee (EC) of the Organization shall be circulated through inter-office memo / circular under the signature of the President of Executive Committee (EC) of the Organization or her designate.

c) All the changes/amendments that have been taken place since the date of last revision, with the approval from EC of the Organization, shall be incorporated in the revised version of the Financial Manual.


  
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## 1.5 Donor Requirements

Any specific requirement by the donor that is not covered by or has not any conflict with the Financial Manual of the Organization and conflicts with the law of the land will be placed in the EC's meeting for discussion and decision.

  
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## 2. General Guideline

### 2.1 Organizational Policy and Code of Conduct

It is Naripokkho's policy that all member, staff and consultants will conduct its activities morally, ethically and in the spirit of public accountability and transparency, and in conformity with applicable laws and regulations and practices common with responsible development organizations and non-governmental organizations.

Specifically, this policy explicitly provides that:

- The funds and assets of Naripokkho will not be used for any unlawful or improper purpose. The funds of Naripokkho cannot be used for any political purposes; But Gratuities, entertainment, meals and gifts, which are both lawful and customary, may be permissible. However, payments, gratuities and gifts will not be given to any official or employee of government outside mere courtesy;
- Financial data required to be submitted to development partners, including governments, must be accurate, complete and current and prepared in accordance with applicable law and project bank grant requirements, where appropriate;
- Member or an employee or relative of an employee or member cannot solicit or receive any payment from a vendor or prospective vendor;
- Payments to agents, broker or middle persons may be made where required in the normal course of business to secure goods and services for NARIPOKKHO, taking into consideration of the fact that such payments are in line with prevailing practice. Agent's compensation must be reasonable in relation to the services performed and will not exceed the normal rate for transactions of a similar nature and size in the particular location;
- All financial transactions will be accounted for accurately and properly. Naripokkho should not establish or maintain any fund unofficially / without record;
- Payments / cash transactions will be made only into and from Naripokkho approved bank accounts;
- A prior written approval is needed from Naripokkho Executive Committee/Coordination Committee if there is any need for borrowings,
- Naripokkho requires its employees to abide by the foregoing standards of ethical behavior in their dealings with its suppliers, consultants, subcontractors, and the government. They are also required to report any violations of these standards.

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## 2.2 Responsibility of Senior Management of Accounts Department

As per the recently approved organogram the Secretariat of the organization is supposed to work under direct supervision of the President. But as the Secretariate has not yet been appointed, the responsibility of Deputy Director Accounts and Administration is highest among the senior managers of the organization.

Accounts Department will be entrusted with the responsibility of ensuring timely and proper presentation of financial reports under his direction, supervision as per the organogram where they will be responsible for the successful management of this department.

Currently Deputy Director, Accounts and Administration who is Chief Financial Officer of Naripokkho, will manage the all transactions of the organization under the customary and routine operations of Accounting. In that case she has to take into account the evaluation of the results of the project activities. She will supervise the bills and vouchers processing and checking, cash books, ledgers, records of receipt of funds, bank transactions, grant registers and cheque books. All these documents or reports should be hard copy and soft copy.

She shall determine the job description of all the officers of the Accounts Department as well as Administration Department. She will be responsible for maintaining accounts to prepare periodical and annual financial statements as per the requirements of General Council and the development partners (donors). The audited financial statements will be displayed on the Women's website for official scrutiny.

Although the Deputy Director, Accounts and Administration will be solely reportable to the President of the organization, the Treasurer of the organization will be responsible for overseeing the financial management activities carried out by the Deputy Director, Accounts and Administration. Additionally, the treasurer of the organization will regularly present the financial report to the president and EC committee of the organization. At the end of each fiscal year, the Treasurer shall submit the annual financial report of the organization to the Executive Committee .

## 2.3 Conflict of Interest

A conflict of interest of employee(s) is any interest, financial or otherwise, direct or indirect, participation in any business, transaction or professional activity for financial gains or incurring any obligation of any nature, which is or appears to be in substantial conflict with the proper discharge of duties in relation to NARIPOKKHO.

The following areas in respect of any transaction/business will be treated as sources of conflict of interest:

- Business/transaction with any relative or friend;
- A situation in which professional actions or decisions might become questionable;
- Appointment of any person having personal relationship with any of the executive and management staff or member;
- Use of any s/properties of the organization for personal benefit;
- Assigning any sub-ordinate employee any personal work.

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### 2.3.1 Dealing with Conflicts of Interest

Under the situation of a conflict of interest it is vitally important that every Executive Committee member should learn how to identify such conflicts of interest and how to deal with the situation. Handling such conflicts of interest for the organization may be resolved in the following manner in relation to the matter:

- a) Business/transaction with any relative or friend. The situation may be overcome and conflict of interest be avoided through:
  - o The Executive committee (EC) member should disclose the relationship and should withdraw from his/her membership from the committee/ board and refrain from putting any decision.
  - o An independent member may be included in the procurement committee from outside the organization, if necessary; and
  - o Procurement should be justified by procurement analyst (if required).
- b) A situation in which professional actions or decision might become questionable:
 

The President or any other persons who may become questionable must not be involved in the procurement and the procurement may be handled by independent procurement persons as indicated in the above situation through including a member from outside after justification by procurement analyst. More specific guideline has been included in the Procurement Chapter.
- c) Appointment of any person having personal relationship with any of the executive and management staff or member:
 

The same procedure as above may be applied as well as persons with relationship should totally become inactive and refrain from providing any sorts of decision. However, all procedure as mentioned above is equally applicable in this situation.
- d) Use of any assets/properties of the organization for personal benefits:
 

The executive members as well as the other member and staff of the organization should consider the fact that the organization belongs to all and the persons in question are involved to run the organization for organizational benefits and so must refrain from any involvement in personal gain & benefits.
- e) Assigning any sub-ordinate employees in performing any personal work:
 

The Members of EC and other officials should keep in mind that all sub-ordinates and staffs or member are appointed for organizational benefit and progress and they are employees of the organization, and not of any persons. This mentality will prevent them to order for personal work. All employees should be made aware of the conflict of interest policy so that they know the normal rules.
- f) Conflict of interest regarding related party transaction:
 

Conflict of interest may arise through transactions with any related party for any gain or benefit. Such conflict of interest may be resolved in the following manner:

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## 2.4 NARIPOKKHO Anti-Corruption Policy

The organization's management and staffs or member are personally and collectively motivated & committed for upholding and promoting the highest ethical and professional standards in their work. Everyone will have a commitment to prevent fraud and corruption and unethical business practices. The various policies and internal control & monitoring system of NARIPOKKHO will be strong guard against occurrence of any corruption, fraud and financial irregularities.

The management of all levels has a responsibility to ensure that all personnel are aware of this Anti-Corruption Policy, understand what it means in concrete behavioral terms and conceptualize how it applies to their program context.

The organization has the zero-tolerance approach to corruption, fraud and financial irregularities. NARIPOKKHO personnel shall never take advantage of their position when working with communities, partners, vendors or/and other stakeholders. (Annexure 1: Naripokkho's Anticorruption Policy)

### 2.4.1 Definition of corruption, fraud & financial irregularities

**Corruption** is the "offering, giving, soliciting or acceptance of an inducement or reward which may improperly influence the action of any person".

**Fraud** is an intentional distortion, deceit, trickery and perversion of truth or breach of confidence, relating to an organization's financial, material, or human resources, assets, services and/or transactions, generally for the purpose of personal gain or benefit. Fraud is a criminal deception or the use of false representations to gain an unjust advantage.

**Financial irregularities** mean any administrative or financial mismanagement that comes about either by act or omission by any Accounts personnel which has or would have the effect of prejudicing the fund(s) of the organization or project managed by them, by charging an unjustified item of expenditure. Key Principles: Naripokkho's general attitude to corruption, fraud and financial irregularities are:

- Always prevent
- Never accept
- Always inform
- Always act

### 2.4.2 Mitigation measures against corruption, fraud and financial irregularities

In practical, NARIPOKKHO will take the following mitigation measures:

- Promote the implementation of this Anti-Corruption Policy by contributing towards the creation and maintenance of an environment that prevents corruption and unethical business practice.
- Report immediately any knowledge, concerns or substantial suspicions of breaches of the Policy to her/his manager and/or senior management of the offices who is expected to take prompt investigative action.

- Uphold the highest standards of accountability, efficiency, competence, integrity and transparency in the execution of the job.
- Strengthen downward accountability practices as a way of preventing and detecting corruption.
- Give attention to setting up good financial, administrative, procurement and human resources systems from the very beginning of a project/ programme.
- Cooperate when requested with any investigation into alleged breaches related to this Policy.

When there is cause to suspect corruption or receive complaint when corruption, fraud and/or financial irregularities are suspected or complaint received, NARIPOKKHO will take the following measures:

- If NARIPOKKHO gets any complaint of corruption, fraud activity or any unethical practice against any personnel, Committee members, temporary personnel, implementing partners, consultants and volunteers during their mission with NARIPOKKHO, the organization shall take it immediately under investigation for prompt action.
- Any complaint against any fraud, corruption or unethical business practice will be handled in line with the **Naripokkho** complaint and response mechanism.
- Engage in a dialogue on how to investigate the suspected corruption /fraud / irregularity.
- The complaint will be handled with an open mind and in confidentiality. Name and contact details will not be revealed to any person outside the investigation.
- If corruption/fraud/irregularity is proved, disciplinary and/or legal actions will be taken immediately.
- If a complaint is proved malicious, any investigation underway must be stopped immediately and disciplinary actions will be taken.


#### 2.4.3 Money Laundering Prevention Policy of Naripokkho, 2021

The Money Laundering Prevention Policy of Naripokkho, January 2021 has been enacted according to the Money Laundering Prevention Act, 2012 by the Government of Bangladesh and the Circular issued on 22 September 2013 by the Bangladesh Financial Intelligence Unit (BFIU).

Accordingly, all financial transactions of Naripokkho will be executed following the 'Money Laundering Prevention Policy of Naripokkho, 2021'

The full text of this policy is appended with this manual in **Annexure -2**. The major activities for applying the Money Laundering Prevention Policy of Naripokkho which are incorporated in the Financial Manual, are described below:

- Naripokkho's Executive Council shall ensure that all funds are used in a manner consistent with the goals and activities of the Naripokkho and are approved by the Executive Council. Annual independent audits are to be conducted. In this case, Naripokkho will accept the account statement of the specified amount of grant for the periodical expenditure of the specific project.

  
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- Naripokkho shall utilize the grants after obtaining clearance from the NGO Affairs Bureau or the donor agency and shall not return the unused portion of the grant (if any) to the foreign donor without the prior permission of the NGO Affairs Bureau.
- Naripokkho shall verify the correctness of the donation before disbursing it to the affiliated /partner organization.
- Naripokkho shall undergo an external audit of all projects to ensure compliance with the necessary guidelines of the NGO Affairs Bureau.
- Naripokkho shall maintain a standard accounting system for all its financial transactions.
- Naripokkho shall appoint a responsible person to implement this policy; he/she will work with the Bangladesh Intelligent Unit (BFIU) as the contact person for the Naripokkho.
- He/She will provide information to the Bangladesh Financial Intelligence Unit (BFIU) for communication, will arrange quarterly meetings to determine strategies and activities related to the prevention of money laundering, and shall properly preserve the minutes and documents of the meeting.
- The responsible person for Naripokkho shall follow Section-2 JA of the Money Laundering Prevention Act, 2012 to identify suspicious transactions.
- If any suspicious transaction or activity is identified, verify its accuracy and submit a report to General Manager, BFIU, Bangladesh Bank, Dhaka using the format in 'Annex-A'.
- Naripokkho may report a Suspicious Transaction Report (STR) or Suspicious Activity Report (SAR) using the format in 'Annex-B' format, and can take legal action according to AML of the country if they suspect the involvement of any partner / affiliated organizations or have received requests from them to conduct such transactions.
- If any person of the affiliated / partner organization is involved in financing terrorism or terrorist activities, organized crime or corruption or bribery or forgery or any other crime and launders or attempts to launder the money or property obtained from them, such offenses must be informed through "Annex-B" format.

Annex - A

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### 3. Chart of Accounts

Naripokkho is an expanding organization and expected to take up new projects and programs. As per organization and donor need different financial report to be generated for different project and duration. The Chart of Accounts (Accounts head or title) has been developed to allow separate tracking of individual programs, different program component and location -wise. One can introduce coding system side by side, which could be helpful for computerization but for the manual accounting coding is not necessary.

#### Main Accounts Heads (Example)

##### A. Statement of Financial Position

##### Property, Plant and Equipment

- Land and building
- Furniture and Fixture
- Computer & Equipment
- Office Equipment
- Vehicles
- Office Decoration/Leasehold Improvements

##### Current Assets

- Cash in Hand
- Cash at Bank
- IOU
- Investment in FDR
- Inventory / Stock
- Advance and Prepayments
- Loan to other project or staffs

##### Donor Fund

- Grant received from donors;
- Contribution from donor;
- Fixed Asset Fund

##### Fund and Liabilities

- General Fund
- Loan from alternative source/s
- Payable to Contractors /suppliers/ vendors
- Liability for staff benefits
- Other accrued Expense /Liability

## B. Statement of Income and Expenditure

### Income

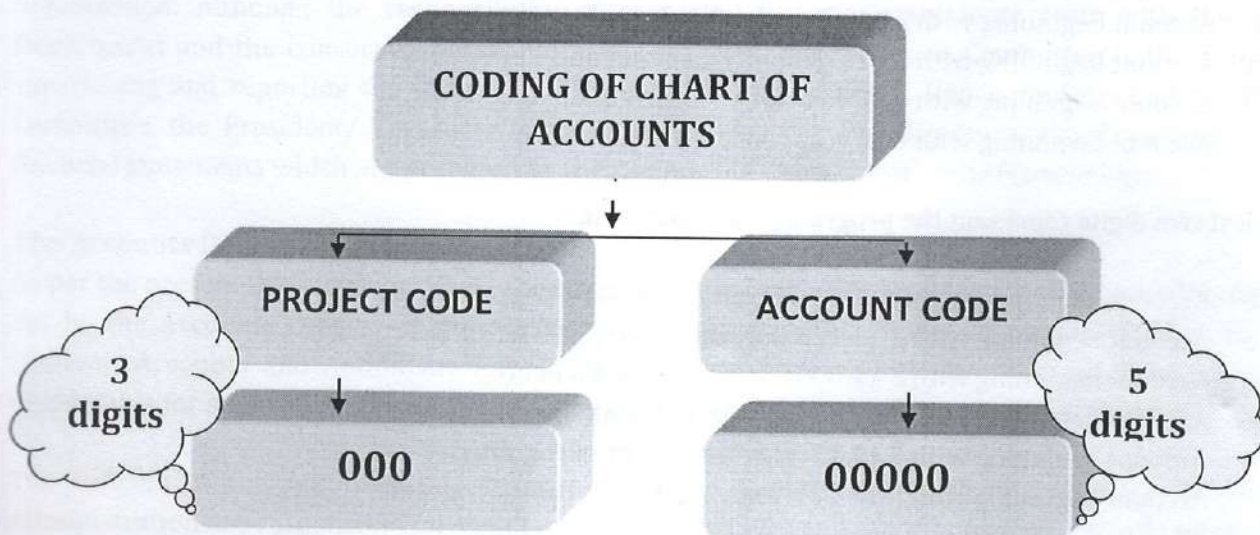
- Fund utilized from donor
- Overhead received from donor (Core Account)
- Service charge
- Interest earned on deposits
- Other receipts (if any)

### Expenditure

- Program cost
- Personnel cost
- Administration cost
- Training and workshop
- Travel and per-diem
- Meeting and seminar

### 3.1 Chart of Accounts with Coding System

The coding system has been developed to allow separate tracking of individual programs, different program component and location –wise. Example of coding of chart of accounts are given below:



All fields in the code structure are Numerical. First two segments of the account code are mandatory for posting financial transactions into the General Ledger.

#### Code Explanation:

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সচিব  
কলকাতা, উত্তরবঙ্গ

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**A** - This is the first segment of the account code of 3 digits that represents the segment of the ledger for project accounting. A project code in the General Ledger is a code used to track income and expenditure for a specific project. The project code structure can be depicted as follows, which has the provision to accommodate maximum 999 projects.

The Present Project - 001

Any subsequent new project - 002, 003 ....

**B** - This is the second segment of the account code with five digits and that represents the type of assets, liability, income or expense with sub-head of Account and program component wherever applicable. The Account code structure can be depicted as follows:

The **first digit** represents the broad accounting Code.

- Account beginning with 1 = Fixed Asset
- Account beginning with 2 = Current Assets
- Account beginning with 3 = Liability
- Account beginning with 4 = Donor Fund
- Account beginning with 5 = Income
- Account beginning with 6-9 = Expense

The next **two digits** represent the sub-account types viz.

- Account beginning with 1 11 = Fixed Asset- Furniture& Fixture
- Account beginning with 2 11= Current Assets-Cash in Hand
- Account beginning with 3 11 = Liability-Capital Fund
- Account beginning with 5 11 = Income- Contribution Received
- Account beginning with 6 11 = Expense- Salary-Basic

The last two digits represent the program components viz.

- Account beginning with 1 11 11 = Fixed Asset-F&F-Program
- Account beginning with 2 11 12 =Current Assets-Cash in Hand-Program
- Account beginning with 3 11 00 = Liability-General Fund
- Account beginning with 4 11 11 = Donor Fund-ABC Project
- Account beginning with 5 11 11 = Income-Grants-Program
- Account beginning with 6 11 12 = Expense-Salary-Basic-Program

### 3.2 Maintaining of Chart of Accounts and Cost Center

It will be necessary from time to time to add new head of account or to delete them from the Chart of Accounts. This must be lied on the designated person from the Accounts Department. The addition and deletion of account head requires approval from the authorized person of NARIPOKKHO. Deleting/ Closing/ merging/ transferring of any account or ledger head should be avoided until ending of two processing years

so that consistency of reporting is maintained. If any such decision is passed subject to obtaining due approval, necessary backup (hard or soft copy) should be preserved for a reasonable time period.

## 4. Maintenance of Accounts

### 4. MAINTENANCE OF ACCOUNTS

#### 4.1 Accounting Responsibility

According to the present organogram of the Naripokkho, (approved by the Naripokkho authority on . . . . . 2022), the responsibilities of maintaining accounts are performed by three types of personnel of the organization:

- Executive Committee (President and the Treasurer)
- The Accounts Department (Accounts officers under the supervision of the Deputy Director, Accounts and Administration)
- The Project Personnel (Project Director, Project Coordinator, Accounts Officers of the project, etc.)

#### Executive Committee

The Executive Committee holds the ultimate responsibility of managing the financial activities of the organization. Although the responsibility of preparing financial statements rests with the Accounts Department and the concerned personnel of the projects, the Executive Committee is the authority for supervising and reporting the financial activities of the organization. Hence, on behalf of the Executive Committee, the President/ Treasurer, are responsible for the overall accuracy and authenticity of the financial statements which are prepared by the Accounting Department of the Naripokkho.

#### The Accounts Department

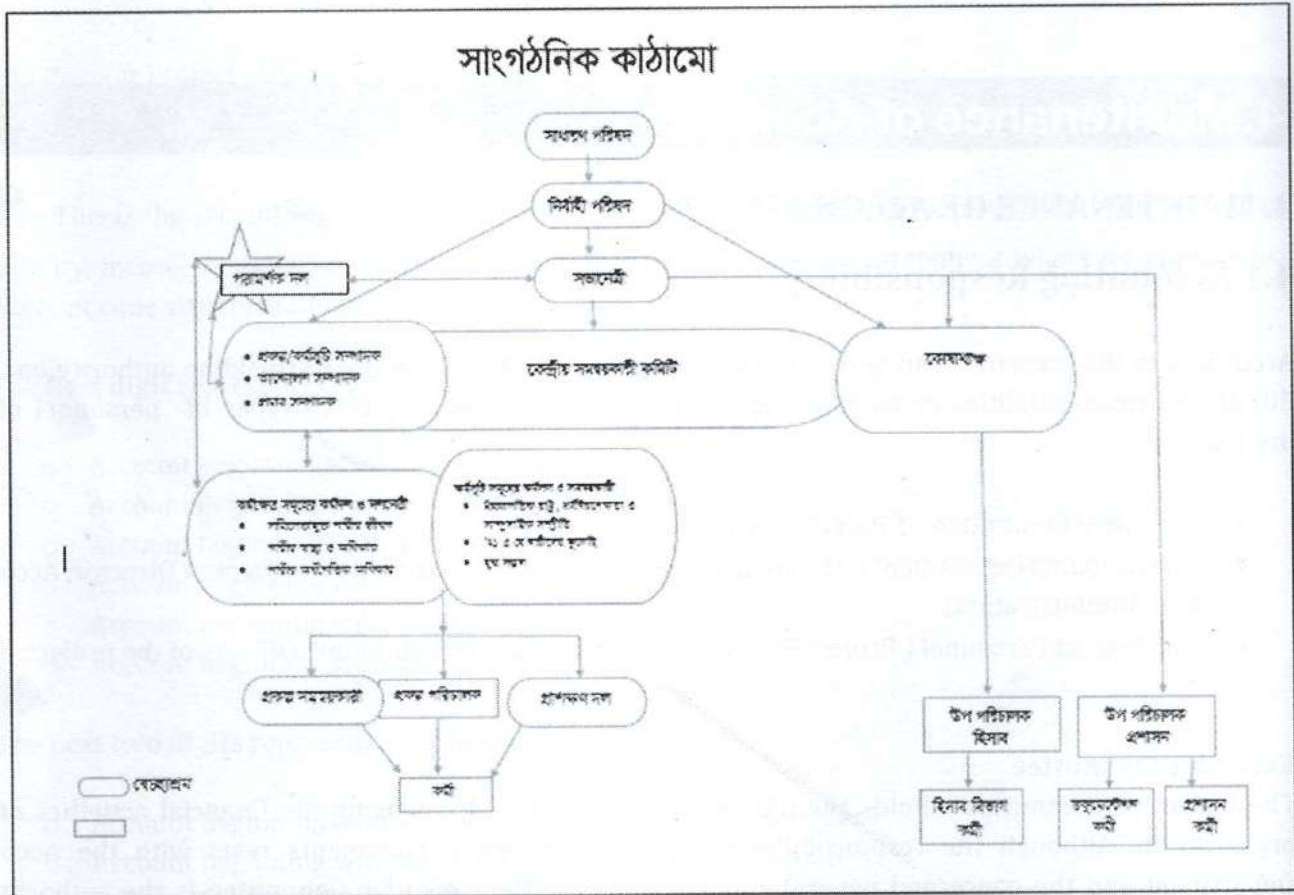
As per the present Organogram, the day-to-day activities of maintaining accounts of Naripokkho are carried out by the Accounts Officers of the Accounts Department which is directly supervised by the Deputy Director, Accounts and Administration. Treasurer of the Executive Committee of Naripokkho is also responsible for supervising the Accounts Department independently as per routine activities.

The Officers of the Accounts Department, under the supervision of Deputy Director, Accounts and Administration are responsible for maintaining all accounting and other books and records on the basis of which all Accounts related statements are prepared.

#### The Project Personnel

As Naripokkho implements several projects/ programs with the assistance of various development partners along with its own resources, the concern project personnel undertake significant activities for maintaining the accounts of the projects. The Project Director, Project Coordinator, Accounts Officers of the project, etc, are responsible for the accounts related activities of their respective projects.

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**Organogram of Naripokkho**

Deputy Director, Accounts (DD-Accounts) will hold overall responsibility of supervising the Accounts Department long with the other two departments.

He/she has overall responsibility for maintaining the accounting system and books of records, who will discharge this responsibility through a proper and efficient system ensuring effective internal controls, segregation of duties, **(Annexure 13.18)** and supervisory controls.

Every person whose duty is to prepare the primary documents is personally responsible for their completeness and accuracy.

An officer who signs or countersigns any primary document, accounting returns or certificate is personally responsible for the facts stated therein so far as it is his/her duty to know or to the extent to which he/she may reasonably be expected to be aware of them.

**4.2 The Accounts Department**

  
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The Accounts Department is staffed by several Accounts Officers and is directly supervised by the Deputy Director, Accounts and Administration. The department is responsible for keeping proper records of all financial transactions and prepare various management and financial reports and should be ready to provide necessary data/information for the reporting system in the efficient and effective management of the organization.

This department will also monitor the accounts of Partner organizations and help them to keep these records as per the Organization's requirements.

### 4.3 The Responsibility of Accounts Officers of Accounts Department

NARIPOKKHO's Accounts Department will be guided by the following.as regards to management of its financial data under computerized environment:

- Officers of the Accounts Department will make all necessary arrangements to ensure the security of all financial data under the guidance of President/ Treasurer.
- Deputy Director, Accounts will be responsible for amendment of Chart of Accounts with the approval of executive committee.
- Accounts Officers of Accounts Department will be responsible for entering accounting data in NARIPOKKHO's books of accounts under computerized environment.
- Financial data will be viewed by respective unit heads/coordinators / Project Directors and as many parties as decided by the Management but without option of edit, delete or updating of inform therein.
- Batch of transactions will be closed by respective Officers of the Accounts Department only after review of all transaction at regular periodic intervals.
- All Financial statements will be prepared by Officers of the Accounts Department and initially be approved by Deputy Director, Accounts and Administration. Copy of financial statements will be provided to different Unit Manager and Directors for budgetary control.
- Project/ program wise periodical and yearly financial statements shall be prepared by the Accounts Officers of the Accounts Department as per the formats and requirements of the concerned contracts with the donors, NGO Affairs Bureau. At the same time they will also prepare consolidated financial statements of NARIPOKKHO. Project
- Financial Statements and Consolidated Financial statements will be verified by the Deputy Director, Accounts and Administration
- He/she will submit the Financial Statements (both Consolidated and Project-wise) to the President, with a copy to the treasurer. President will approve the Financial Statements.
- Printout of financial data will be restricted and will be allowable only with proper approval of Director/ Manager (Finance& Admin). Software data file will be backed-up daily in the server. responsibility of accounts team in a computerized environment will be as follow:

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#### 4.4 Segregation of duties (SoD)

Segregation of duties is a crucially important control activity (technique) that involves assigning job duties so that one employee can't perpetrate a misappropriation and conceal the misappropriation from timely detection. The most important aspect of segregation of duties concept is that no employee should have more than one of the following types of job duties: maintaining custody over (access to) an asset, maintaining accounting records for the asset, and authorizing use of the asset.

The major segregation of duties, as per the present organogram is cited with annexure 13.18

#### 4.4 Level of authority

By explicitly assigning authority limits based on job duties and position in the organization, this control activity limits an organization's exposure to inappropriate and improper activities. The level of authority that the organization has vested in each employee should be formally documented, and should be reviewed from time to time. Details in Annexure 13.15 **Delegation of Financial Authority** has been annexed

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## 5. Accounting Books of Records

The accounting books and registers are important for recording financial transactions. These books and registers are treated as documentary evidence of financial transactions. The Accounts department of organization shall maintain necessary books of accounts and registers for recording the financial transactions and related information, either manually and/or by using software.

The books of accounts and registers are important documents which should be maintained and preserved for proper documentation. The Organization should ensure that these are prepared carefully, avoiding overwriting, tampering, and unauthorized destruction / damage. Eraser/correction fluid will not be used. Correction entries will be initialed by an authorized person.

Depending on the needs of the organization, the organization should maintain the following standard books and records:

Sl No	Description
1	Control Cash Book
2	Control Ledger /General Ledger
3	Project wise cash book
4	Project wise ledger book
5	Daily petty cash statement
6	Receipt /Credit voucher
7	Payment /Debit voucher
8	Journal voucher
9	Bank Register
10	Salary Sheet
11	Fixed Asset register
12	VDS register (Soft copy)
13	TDS register (Soft copy)
14	Advance register
15	Advance Requisition Form
18	Staff Trip /Movement register/attendance
19	Asset movement register
20	Register/Store Ledger
21	FD-6, FD-2, FD-1, FD 1 and all NGO Bureau reporting
22	Monthly financial statements including budget variance statements
23	Quarterly financial statements including budget variance statements
24	Year-end financial statements including budget variance statements
25	Financial report to donors
26	Fund request and forecast to donors
27	All correspondence with banks
28	All correspondence with donors
29	All correspondence with NGO Affairs Bureau
30	All correspondence with government agencies and NBR
31	Other

The frequency of recording transactions in the books and records will be as follows:

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Activities	Frequency
Transaction-cash and non-cash	As and when it takes place
Adequacy of documents of transactions	For each transaction
Approval of transaction	For each transaction
Payee's acknowledgment	For each transaction
Receipt voucher	For each transaction
Posting to cash book	Daily basis
Balancing of cash book	Daily basis
Obtaining of bank balance confirmation	Monthly basis
Preparation of bank reconciliation statement	Monthly basis
Journal voucher	As and when it takes place
Adequacy of document of journal voucher	For each transaction
Posting to all types of ledgers	Daily basis
Balancing of all ledgers	Daily basis
Posting of fixed asset register	As and when it takes place
Posting to register	As and when it takes place
Posting and balancing of advance register	As and when it takes place
Preparation of Trial Balances	Monthly/Quarterly/Yearly basis
Preparation of financial statements	Monthly/Quarterly/Yearly basis
Budget variance statement	Monthly/Quarterly/Yearly basis

## 5.2 Cash/ bank Book

The Cash book either maintained manually or by software, is used to recording all transactions made in cash or through bank. It is used to recording the following types of transactions:

- All receipts in cash
- All payments in cash
- All receipts in the form of cheque/pay order/telegraphic transfer or any form other than cash
- All payments in the form of cheque/pay order/telegraphic transfer or any form other than cash


At the end of each day, the bank and cash balances should be extracted and the cash balance be checked against cash in hand. If the amounts are found correct and agreed, the concerned Accounts Officer should sign the Cash Book. At the end of each day, the Head of Accounts should review and sign the Cash Book for authentication.

The Cash Book must be totaled at the end of each month and balances of cash in hand and cash at bank extracted. The official authorized in this behalf to approve the expenditures should physically verify the cash in hand. The Accounts Officer and the Approving Officer must sign the Cash Book if it is agreed with the amount physically found.

## 5.3 Control Ledger /General Ledger

A general ledger contains a classified account of income and expenditures. All expenses of a particular nature are posted chronologically under a specific line item assigned for this purpose. At the end of each month, the ledger must be checked against the cash book and journal to ensure that all the expenditures have been posted in the ledger.

## 5.4 Project wise cash book

  
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These will be maintained separately or in a single cash book for all project in system (Software).

### 5.5 Project wise ledger book

These will be maintained separately for each individual project in system (Software).

### 5.6 Petty Cash Statement

A petty cash account, not exceeding BDT 20,000 (BDT Twenty thousand only) for core program and BDT 10,000 (BDT Ten thousand only) for each project (if any) should be maintained for small day-to-day expenditures with the approval of organization authority.

Concern officers of the Accounts Department of the Naripokkho and the concerned Accounts Officers of the Project should maintain this Petty Cash Book.

Petty Cash Vouchers and Petty Cash Book must be maintained in the same format as Payment Voucher and Cash Book described earlier. **(Annexure 13.16)**

When the Petty Cash Advance is exhausted, Payment Voucher with supporting documents and Petty Cash Book should be produced for verification to:

- For the project, the Project Director
- And for Naripokkho's own purpose, Deputy Director, Accounts and Administration

If satisfied, they should sign the Petty Cash Book, replenish the petty cash advance, and transfer the petty cash expenditures to the main accounting system.

Petty cash Limit can be increased with proper approval.

Cash reimbursement forms will always be used for reimbursement of petty cash account and will be prepared by accounts officer. The accountant is entirely responsible for the money received and its management. Petty cash accounts are imprest accounts and therefore will be reimbursed only for the actual amounts disbursed and listed on the respective cash reimbursement form.

No advance can be made from petty cash account.

Staff salary should not be paid from the petty cash, but wages can be paid from petty cash.

The following cost will be paid from petty cash:

- Reimbursement of fares, and cost of local trip
- Postage/stamp/phone and stationery & supplies (Small scale)
- Conveyance, Carrying charges
- Internal Meeting expenses
- Repairs and maintenance (Small scale)
- Casual staff/ daily basis wages
- Vat & Taxes deducted at source.
- Contingencies.

  
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### 5.7 Receipts / Credit Voucher

This is one of the three types of vouchers used by the Organization. Any amount received in cash by way of grants, subscriptions, donations, or repayment of loans / advances, collection against dues, etc. shall be treated as cash receipt transaction.

Any amount received in the form of cheque / pay order / demand draft or in any form other than cash by way of grants, donations, interest, loans, or repayment of loans / advances, collection against dues shall be treated as bank transaction.

All cash or bank receipt transactions shall be accounted for through Credit Voucher.

### 5.8 Payment / Debit Voucher

Any amount paid in cash on account of incurring expenditure, purchase of assets, purchase of inventory, settlement of accounts or any other payment made by NARIPOKKHO shall be considered as cash payment transaction.

Any amount paid by cheque, draft, pay order or account transfer on account of expenditure, purchase of assets, purchase of inventory, settlement of accounts or any other payment other than cash made by NARIPOKKHO shall be considered as bank payment transactions.

All payment transactions shall be accounted for through Debit Voucher.

### 5.9 Journal Voucher (Annexure 13.17)

Journal Voucher is recognized as voucher for non-cash transactions, where receipt or payment of fund is not involved. Journal Voucher shall be used for transfer or adjustment of ledger account balances from one account to another account.

All account adjustments or transfer of general ledger account balances shall be recorded through Journal Voucher.

The President/Treasurer shall jointly authorize the Journal Voucher.

Preparation of journal voucher is necessary to record the posting of all financial transactions that are generally categorized as below:

- Depreciation of fixed assets
- Adjustment for shortfall, damaged or disposed of fixed assets
- Provision created for capital expenditure
- Provision created for revenue expenditure
- Adjustment for damage, shortfall, obsolescence in accounting
- Adjustment of advances
- Accounting for income receivable
- Accounting of deduction of withholding tax and VAT
- All sorts of rectification entries for appropriate corrections
- Other transactions not covered by any other vouchers

Adjustments are required at the end of financial reporting periods (quarter/year) to incorporate income and expenditures relating to the period concerned but not received or paid. On the other hand, some expenses may be paid, or some income may be received which do not relate to the concerned period. Inclusion of

  
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Any amount received in the form of cheque / pay order / demand draft or in any form other than cash by way of grants, donations, interest, loans, or repayment of loans / advances, collection against dues shall be treated as bank transaction.

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accruals and exclusions of advances are required to reflect true financial position of NARIPOKKHO for the period concerned and to compare actual financial performance levels with those budgeted. These adjustments / accruals are made through journal vouchers.

### 5.10 Cheque Register/Bank Register

This register shall be maintained by the Accounts Department for recording information relating to issue of cheques. The cheque register should contain the following minimum information:

- Date of issue
- Voucher number
- Payees' name
- Cheque number
- Purpose
- Cheque register(Naripokkho and Projects wise)
- Amount
- Signature of 2 signatories

### 5.11 Salary Register/Salary Sheet

Naripokkho shall prepare Monthly Salary statement for organization and all projects working. Salary statement will contain the name of recipient of salary, designation, joining date, and basic salary, house rent, medical allowance, transportation allowance, income tax, bonus/gratuity, salary deduction and other relevant information.

### 5.12 VAT Deduction at Source (VDS) Register

VAT register shall always be maintained by the Head Office to control over the VAT deductions from suppliers and consultants in **electronic files**. The deducted amount should be deposited to the Government Exchequer within the stipulated time.

Voucher No.	Description	Total Amount	Deduction Amount	Cheque No.	Cheque Date	Challan No. and Date

### 5.13 Tax Deducted at Source (TDS) Register

Naripokkho shall always maintain TDS register to ensure control over deduction of income tax at source from payment in electronic files. The deductions may be from the salary of staff members, suppliers, consultants etc. The deducted amount should be deposited to the Government Exchequer within the stipulated time. All the electronic documents will be properly maintained by concerned Accounts Officers.

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Voucher No.	Description	Total Amount	Deduction Amount	Cheque No.	Cheque Date	Challan No. and Date

### 5.14 Advance Register

An Advance Register shall have to be maintained to record advances given to employees in **electronic files**. It contains information about nature of advances, installments and mode of adjustments, date of granting advances with probable date of complete adjustments.

### 5.15 Attendance Register

The organization shall maintain an Attendance Register for the staff members, which contains information of office staff attendance for the purpose of administration. Salary payment calculation will be done based on this attendance register.

### 5.16 Leave Register

This register will be maintained to record the leave availed by the staff members in **electronic files**. It will contain information regarding name of staff, date and duration of leave, purpose and nature of leave etc. (Leave form preserve in file and Leave summary in soft copy)

### 5.17 Staff Trip/Movement Register

Movements of the organization staff will be recorded in this register in both **electronic files and hard copy paper files**. This will contain information such as name and position of staff, date and time of departure, return, destination, duration, mode of transport, purpose, signature of the staff, remarks, etc.

### 5.18 Asset Register and Asset Movement Register

**Asset Register (Annexure 13.8 ) will be used to record the detail information of the assets of the organization with following information:**

- Identification number
- Original/present location

**This will be used to record the movement of the assets of the organization from one location to another in both **electronic files and hard copy paper files**. The register should contain the following information:**

Details of the item

- Identification number
- Original/present location
- New location
- Purpose of movement
- Date of return

  
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## 5.19 Inventory/Stock Register

All inventory movements will be recorded in this Register which would contain information regarding quantity, price, date of receipt and date of issue, name of recipient and source of materials, along with a separate column for total receives, total issues and total balances of materials and signature of recipient in both **electronic files and hard copy paper files**.

**Inventory Register:** Description of Item, Date of purchase, Unit, Unit cost, Total amount, ID No, Location, Remarks

**Stock Register:** Description of Item, Date of purchase, unit, unit cost, Total amount, date of issue, name of recipients, and source of materials ,along with a separate column for total receives, total issues and total balances of materials and signature of recipient in store requisition form with the approval of authority.

(Annexure 13.2 : Stock Register)

## 5.20 Reporting and correspondence with NGO Affairs Bureau

The Organization will submit all required reports, budgets and audited financial statements to the NGO Affairs Bureau, and will maintain files for all correspondence and submissions in both **electronic files and hard copy paper files**..

## 5.21 Monthly, quarterly and year-end financial statements including budget variance statements

The Organization will prepare periodic financial statements for the projects, and the Organization, on the basis of books and records maintained. Quarterly report will contain Receipts & Payments, Budget Variance, Quarterly receivable and payable statement (**only for Donor report**), bank reconciliation statement and advance statement. This report will be approved by the Executive committee. Year -end financial report Such statements will contain, as a minimum, balance Sheet, Income & Expenditure Statement, Receipts & Payments Statement, Budget variance statement, explanatory notes and schedules, and cash and bank balances and bank reconciliation. These will be properly checked, approved and maintained in file. Audited accounts of Naripokkho and project will be presented in the yearly general meeting for the approval of all General Members. If there is any requirement from donor, monthly report may be prepared for the project in accordance with terms and condition and prescription of the donor in both **electronic files and hard copy paper files**.

## 5.22 Financial Reports to donors including fund request, forecast and other correspondence

The Organization will prepare and submit financial and other reports to the donors as per the terms of the agreement, and will maintain files for such reports and other correspondence in both **electronic files and hard copy paper files**.

## 5.23 Correspondence with banks

The Organization will maintain files for bank statements, bank reconciliation, and other correspondence with banks.

  
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### 5.24 Others

The Organization will maintain such other books, records and other documents as considered necessary and appropriate for their purpose.

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## 6. Accounting Principles and Policies

### 6.1 Financial Statements

The financial statements prepared for NARIPOKKHO will identify its primary programs and their costs, disclose the control of development partners over the use of assets, and help the user to evaluate the organization's ability to accomplish its objectives.

NARIPOKKHO will prepare the following components of financial statements:

- Statement of Financial Position (Balance Sheet);
- Statement of Income and Expenditure;
- Statement of Receipts and Payments;
- Statement of Budget Variance (If Applicable); and
- Notes to Financial Statements

### 6.2 Basis of Preparation

#### 6.2.1 Statement of Compliance

The financial statements of NARIPOKKHO shall be prepared under the historical cost convention following International Financial Reporting Standards (IFRS) and other relevant local laws and regulations as applicable. The Organization's management shall be responsible for the preparation and presentation of these financial statements, which shall be subsequently approved by the Executive Committee generally at, quarterly or yearly in organization general meeting.

#### 6.2.2 Use of Estimates and Judgment

The preparation of financial statements requires management to make judgments, estimates and assumptions that affect the application of accounting policies and the reporting income and expenses, assets and liabilities at the date of and during the reporting period. The estimate and judgment shall be made in conformity of IFRSs.

#### 6.2.3 Going Concern

The financial statement of the organization shall be prepared based on the going concern basis until such situation arise or indicates that the presentation of the financial statements based on the going concern assumption may not be appropriate.

#### 6.2.4 Reporting Currency

As required by the National Board of Revenue and NGO Affairs Bureau and as the functional currency is Bangladeshi Taka, the financial statements shall be presented in Bangladeshi Taka (BDT).

#### 6.2.5 Reporting Period

The financial statements cover the period for the organization from 1 July to 30 June and is followed consistently. Project financial statements cover the period according to the agreement with the Donor and the period will be approved by the NGOAB (as and where required).

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## 6.2.6 Materiality and Aggregation

Each material class of similar items shall be presented separately in the financial statements. Items of dissimilar nature or function shall be presented separately unless they are immaterial.

## 6.2.7 Comparative Figure

Comparative information shall be disclosed in respect of the immediate last year for all numerical information of the financial statements and also the narrative and descriptive information when it is relevant for understanding of the current period's financial statements. Last year's figures may be rearranged where considered necessary to conform to current year's presentation.

## 6.3 Significant Accounting Policies

### 6.3.1 Recognition of Income

Since Naripokkho is a member-based organization, much of its activities are carried-out by the General Council members in the form of various consultancies such as conduction of training, research, feasibility studies, etc., in the projects undertaken by Naripokkho with its partner organizations.

Hence, the main sources of income of Naripokkho are:

- Annual subscription of members,
- the money earned by members from research and various trainings assigned by other organizations to Naripokkho
- grants and management expenses from various projects run under the organization, such as partial salary adjustment of organizational staff, and the rent of office space used for project staff

### Members' Annual Subscription

Members' annual subscription of the organization other than any grants for the project shall be accounted for on cash basis (i.e as and when subscription will be realized from the members).

### Contribution in the Projects and Consultancies

Besides, providing monthly membership subscriptions, the members also contribute with what they earn from these consultancies in the projects undertaken by Naripokkho. This contribution is measured by **contribution of professional time.**

In other words, when an individual Member donates his/her time to provide technical assistance on a project, evaluate a project, oversee project quality, the time involved is an in-kind contribution. Generally, the members donate 50% of the payment they receive from any project/assignment.

#### 6.3.1.2 Grants Income

Any grant/donation received by NARIPOKKHO from its Donor(s) shall be initially accounted for as Grants Received in Advance/Due to donor during the year in which it is received. Subsequently, the grants shall be recognized as income to that extent which shall be expended for the purpose of that grants. In similar fashion, any donation/grant received pertaining to the subsequent years shall not be recognized as income during

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the year. If there is any commitment of grants or donation to be received in the subsequent years but the expenditures are incurred during the current year having consent of the donor in place shall be recognized as income to that extent which have already been expended and correspondingly accounted for as due from donor.

### 6.3.1.3 Donations Related to Assets

Donations related to assets including non-monetary grants should be presented in the Statement of Financial Position at fair value by setting up donations as Deferred Income.

### 6.3.1.4 Donations in Kind

Any donations in kind, will have a value assigned to it, and will be credited to the Statement of Income & Expenditure or General Fund Account, as appropriate.

**In-kind contributions** can include physical items such as office supplies, computer equipment and supplies, food and beverages, tools, paint, materials for projects and other project materials. They can also be in the form of office and meeting space, including allowed use of computers, phones, fax and photo copy machine, or the use of a vehicle, construction equipment and other project related items.

Another type of in-kind contribution is the **contribution of professional time**. In other words, when an individual donates his/her time to provide technical assistance on a project, evaluate a project, oversee project quality, the time involved is an in-kind contribution.

Remember, Volunteer or member's time in a general capacity is not considered an in-kind contribution.

#### 6.3.1.4.1 How should in-kind contributions be recorded?

To start, contributions must meet certain criteria before they are recorded. They must be:

- Verifiable from grantee records;
- Necessary and reasonable; and
- Allowable under certain cost principles;

Accounting Standards require that an in-kind contribution be recorded at the lower of cost or market value. The contribution's fair market value at the time of donation should be estimated. With donated property, if the fair market value is less than cost of purchase, the amount recorded is limited to the fair market value of the donated property.

#### 6.3.1.4.2 How do we record contributed services?

Contributed services are recognized in the financial statements of a non-profit organization only if the services received meet one or more of the following criteria:

- The services create or enhance non- financial assets.
- The organization requires specialized skills provided by individuals possessing those skills.
- The services would need to be purchased if not provided by donation.

If one of the above criteria is met, the individual's time is valued at the individual's actual, regular rate provided the contributed service is similar to the individual's normal line of work. Inclusion of fringe in calculating the value of an individual's time is appropriate and is calculated as a percentage of the rate.

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Documentation of in-kind contributions and their valuation follow the same standards as other expenditures. All in-kind contributions should contain documentation that supports what the service or item is and why the transaction is allowable for the project or other purposes. In essence, the organization should be able to disclose who, what, when, where, why, and the value of the contributed item or service. Records for in-kind contributions should be retained pursuant to the organization's record retention policies.

### 6.3.1.5 Interest Income

Any interest earned on Funds or Investment in any financial instruments shall be accounted for on accrual basis i.e when it is earned rather than realization basis.

### 6.3.1.6 Service Charges

Service charges shall be recognized as income when the service is performed or completed. Management fee shall be recognized as income when it meets the criteria of contracts or management service is performed or completed.

### 6.3.1.7 Rental Income

Any income accrued or earned by the organization on account of lease of organization properties, facilities etc. shall be treated as rental income and shall be accounted for in the year to which it relates.

During the implementation of the project, rent of the office space used by the projects in the Naripokkho's Office Building are charged according to the fund allocated in the approved budget of the donor organization. The house rent is transferred from the project account through check to the Naripokkho's organizational fund.

It should be noted that the income received from the rent of the house is again used to pay the salaries of the staff related to office maintenance and office management, it is not used as Commercial Income-Raising Activities. Moreover, the Naripokkho pays income tax every financial year against the income received from house rent, etc.

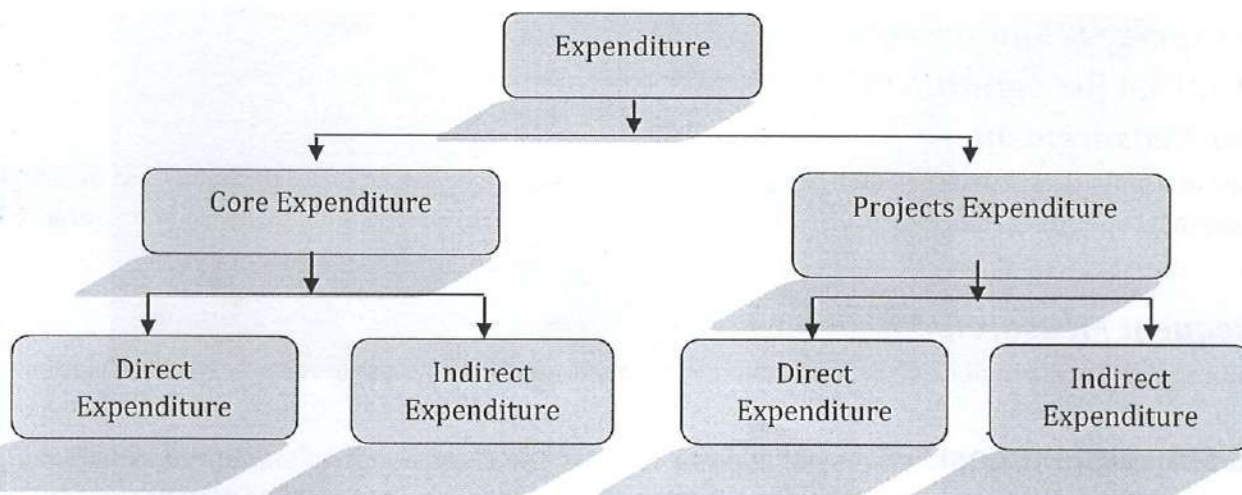
### 6.3.1.8 Miscellaneous Income

Any income accrued or earned from any source, other than donation, interest, training fees or rental income, by providing photocopy service, equipment rental, print and electronic media archive charge, cafeteria service etc. shall be considered as miscellaneous income and shall be accounted for in the year to which it relates.

## 6.4 Expenditure

Any obligation for payment for a particular year shall be recognized as expenditure in the year to which it relates. Expenditure accrued but not paid shall also be considered as expenditure in the year it was obligated. In other words, an expenditure shall be recognized as expenditure when it is probable that the economic benefit will outflow from the organization. Initially, all expenditure is divided into two major groups depending upon the nature of expenses and purpose of payment. These are Core Expenditure and project Expenditure. Which can further be divided into Direct Expenditure and Indirect Expenditure. Details of which are cited below:

  
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Expenses will be identified by function. Expenses for specific program services (as applicable) and for supporting services will be presented separately for each significant program or activity. Costs, which are attributable to more than one function, will be allocated on a reasonable basis.

Debit voucher as generated from the software or Manual should be prepared and approved with all supporting documents to record expenditure.

#### 6.4.1 Core Expenditure

Core expenditure are those, which are incurred for the operation of NARIPOKKHO and are not related directly to any Projects activity. All general and administrative expenses and other expenses not related to the Projects shall be met out of Core fund. Projects related expenses shall not be charged to the Core Fund and similarly, no core expense shall be charged to Projects.

#### 6.4.2 Projects Expenditure

Project/program expenditure include any direct cost attributable to the project/program activities with the object of implementing organizational objective. Project/program expenditures are very much related with the implementation of program undertaken by NARIPOKKHO in line with its objective. All program costs must be recorded to the respective project/program as per the chart of accounts. Care must be taken in recording revenue and capital expenditure so as to ensure no capital expenditure is recognizing as revenue expenditure and vice-versa.


#### 6.4.3 Apportionment of Common Costs/Indirect Expenditure

If it deems necessary, some costs may be apportioned between different (Projects) programs/activities and cost centers. In such cases, the apportionment will be made depending upon the nature and purpose of expenses and budget allocation. The Accounts department will always review ratio of cost allocation after passing in/out of any project. This apportionment shall be dealt with a separate policy namely "Cost Sharing Policy" which may be reviewed quarterly and revised at the discretion of management.

#### 6.4.4 Income Taxes

Provision for Income Taxes shall be made in accordance with Income Tax Ordinance, 1984. Income Tax deducted at sources on income will be accounted for as advance income tax in the statement of financial position and identified on year-to-year basis unless exemption certificate is in place. While submitting income tax return, the tax deducted at source shall be adjusted with Tax payable or paid for the current year.

  
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## 6.5 Property & Equipment

### 6.5.1 Initial Recognition of Property & Equipment

#### *Initial Measurement*

The cost of acquisition of an asset shall comprise its purchase price and directly attributable cost of bringing the asset to its operating condition for its intended use inclusive of inward freight, duties and non-refundable taxes.

#### *Subsequent Measurement under Cost model*

The subsequent measurement of an asset shall be the cost of acquisition less accumulated depreciation.

### 6.5.2 Subsequent Costs

Subsequent maintenance and normal repairs shall be charged as revenue expenditure. While major repairs and improvements incurred shall be capitalized.

### 6.5.3 Depreciation of Property & equipment

Full year's depreciation shall be charged on fixed assets if assets are acquired in the first six months of the year and no depreciation shall be charged if assets are procured in the second half of the year and in the year of disposal. Straight line method of depreciation will be applied on all the assets. Depreciation shall be charged in each financial year on fixed assets at the rate provided below:

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Class of Assets	Rate of Depreciation
Land and Land Development	No
Building	5%
Furniture and Fixture	20%
Office Equipment	30%
Vehicle	25%
Computer, printer, Multimedia projector etc.	33%
Other Assets	20%

Any change in the rate of depreciation will be done through the approval of the Executive Committee and shall be dealt with IAS-8 "Accounting Policies, Changes in Accounting Estimates and Errors".

Any fixed asset under any project shall be dealt with the specific donor requirements. If the fixed asset is sold before the end of the project, it should be deposited to the project account where the cost is charged. After the end of the project, it can be transferred to the general fund unless there is specific instruction from donors. Where the assets are not to be sold under any project, these can be transferred to the Organization at their written down value as donation unless there is specific instruction from donors.

## 6.6 Inventories

Inventories shall be measured at lower of cost and estimated Net Realizable Value (NRV). The lower of cost or net realizable value concept means that inventory should be reported at the lower of its cost or the amount at which it can be sold. Net realizable value is the expected selling price of something in the ordinary course of business, less the costs of completion, selling, and transportation.

The cost of inventories shall include expenditure for acquiring the inventories and bringing them to their existing location and condition. Net realizable value shall be the estimated selling price in the ordinary course of business, less the estimated cost of completion and selling expenses (if any).

## 6.7 Financial instruments

Financial assets shall consist of trade receivable, cash and cash equivalents that are available for use by the Organization without any restriction. All non-derivative financial assets shall be accounted for at trade date. The carrying value of non-derivative financial instruments shall be reviewed for impairment on annual basis to assess if there is any indication that the assets may be impaired. The organization shall derecognize a non-derivative financial asset when no further cash flow is expected to flow to the company from the asset and if substantially all risks and rewards attached to the assets have been transferred.

### 6.7.1.1 Cash and Cash Equivalent

Cash and cash equivalents shall comprise cash in hand and cash at bank free of encumbrance including fixed deposits receipts invested for a period of not more than three months.

### 6.7.1.2 Account Receivable

Account receivables shall be stated at their fair value at the date of traded. If the receivable is considered as fully recoverable, no provision is to be required to be made otherwise provision for doubtful debt shall be made.

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### 6.7.2 Financial liabilities

Financial liabilities shall consist of accounts payables, short-term debt and long term debts. The organization shall initially account for all non-derivative financial liabilities on the transaction date. The organization shall derecognize a non-derivative financial liability when its contractual obligations are discharged or cancelled or expired.

### 6.8 Provisions

The Organization shall recognize provisions when it has legal or constructive obligation resulting from past events, the settlement of which would result in outflow of resources embodying economic benefits to the Organization.

### 6.9 Contingencies

If any Contingencies arise from claim, litigation assessment, fines, penalties, pending decisions from regulatory bodies etc shall be recorded when it is probable that a liability has been incurred and the amount can reasonably be measured.

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## 7. Allocation of Overhead Costs

### 7.1 Overhead / indirect/ common Cost Concept

This addresses a situation where a cost incurred by Naripokkho relates to two or more different activities. The cost is allocated and reflected in the financial statements, with a particular impact on the functional reporting in the statement of activities. Overhead costs include common administrative cost such as salary, office rent, travelling and transport, Utilities, Printing & stationeries, Repairs and Maintenance, Communication expenses and Bank charges. This amount will be transferred to general fund and common expenses will be paid out of general fund.

The ways of allocation are as follows:

- **Physical unit method:** This method allocates joint costs based on the physical materials that make up the joint costs.
- **Relative direct method:** This method allocates joint costs in relation to the direct costs of each of the activities. They are directly allocated to operating departments using some appropriate allocation base
- **Stand-alone cost method:** This method allocates joint costs to each component of the joint activity on a ratio that estimates the costs that would have been incurred had the joint activity been performed separately

Although there are various possible allocation methodologies, the most frequently used one is the physical allocation methodology. Each activity must be separately analyzed. It is also not appropriate to use a general estimated percentage (e.g., 60% program, 40% fundraising) based on gut instinct or some other unverifiable method of allocation.

### 7.2 Overhead Cost Allocation

Overhead costs are common costs applicable for two or more projects. For example, an office has a phone line, which is used by the staff of Projects A, B, and C. The phone bill for January 2021 comes to Tk. 12,000. How would you allocate these costs to different projects? There are several common methods of allocating common costs to different projects.

1. **Equal Allocation:** Each of the projects is charged with Tk. 4,000.
2. **Budget-based Allocation:** The three projects have a total monthly budget of Tk. 16,000 for Telephone. Costs are allocated on overflow basis, starting with the project that has the lowest budget.

Project	Budget	Allocation	Balance left
B	2,000	2,000	10,000
A	4,000	4,000	6,000
C	10,000	6,000	0
<b>Total</b>	<b>16,000</b>	<b>12,000</b>	

3. **Size-based allocation:** Here size may be measured by number of staff, floor-area occupied, size etc.

Project	Staff	Calculation	Allocation
A	5	$12,000 \times 5/40$	1,500
B	15	$12,000 \times 15/40$	4,500
C	20	$12,000 \times 20/40$	6,000
<b>Total</b>	<b>40</b>		<b>12,000</b>

In allocating the overhead cost reasonableness of expenses should be taken into account for example, salary of common staff based on time proportion basis, office rent based on space utilization, Utilities, Communication, Printing & stationeries based on number of staffs multiplied by time weighted factor etc.

Naripokkho management will adopt size-based approach, since it is more rational unless there is specific instruction from donor or decided by Executive committee. However, management with consultation with Executive Committee can choose appropriate method based on the situation.

  
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## 8. Cash and Bank Management Policies

Cash management policies and procedures of the entity are designed to ensure internal control and minimize risk associated with cash operations. The procedures are described as follows:

1. Respective person will be solely responsible for cash/bank receipts and payments; Accountant / Asst. Manager will be responsible for voucher preparation. Accounts officer will perform verification and approval will be done by Deputy Director, Accounts, Project coordinator, Director, Treasurer and President as per financial table of authority.
2. All cash/bank receipts must be deposited in the bank as soon as possible preferably daily;
3. Maximum cash holding limit will be **BDT 10,000** per project for all activities **with approval of authority**. But for Naripokkho main activities maximum cash holding limit is BDT 20,000 and Petty cash replenishment will be at BDT 10,000 (50%) as imprest system.
4. Amount in excess of limit should be withdrawn if it is required for any budgeted program subject to approval of President/ Treasure
6. Any amount in excess of BDT 10,000 must be paid through accounts payee cheque or bank transfer. **If required with the approval of authority cash / cash cheque can be paid to the vendor / supplier / service provider applied**
7. Cash in hand balance will be reconciled daily
8. Cash received from any source should be banked and under no circumstances should they be taken into petty cash or used to meet expenses. Cash expenses should be made by separate petty cash withdrawals.

### 8.2 Petty Cash Policy

There should be clear segregation between petty cash and regular cash functions. Petty cash should be managed by someone other than the Assistant Accountant who is dealing with main cash. It could be Administrative Assistant/officer

1. In order to meet day to day administrative expenses like CNG for vehicle, utility expense, and entertainment expenses like tea, sugar, and refreshment items can be purchased from petty cash up to BDT 10,000 per transaction. In this connection an I.O.U (**Annexure 13.6**) will be raised as per prescribed format of I.O.U.
2. I.O.U should be raised by respective Manager and be approved by Deputy Director, Accounts
3. It must be adjusted within the day or maximum 3 working days if adjusting within the day might not practically possible.
4. Accounts Officer will prepare a list of IOUs at the end of the day. An IOU register should be maintained by Accounts Officers on the basis of information provided by Accounts Officers to track movement of I.O.U in the prescribed format as mentioned in **Annexure 13.7**. This register should be checked by Accounts Officers at the time of daily cash count at the end of the day.
5. Reminder will be given by Accounts Officers to the concerned person by email if IOU is not adjusted within 3 working days.

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6. Unadjusted IOUs will be adjusted from salary of respective employees by the immediate next pay period with approval from Deputy Director. Accountant will initiate this process of adjustment.

7. Valid supporting documents must be submitted for adjustment of IOU.

8. There will be two portions of I.O.U. One portion to be retained in the I.O.U. book with Accounts Unit and another portion will be kept with payee. The payee will submit his/her portion during submission of bill and crossed it as "cancelled" by the Accounts Officers after adjustment. I.O.U slip should be printed and sequentially numbered.

9. For each and every receipt of cash/cheques/drafts/TT's etc., a Money Receipt (MR) must be issued. Money Receipt Books (**Annexure 13.4**) in triplicate shall be printed as per format mentioned in this document bearing serial numbers. The copies of MRs will be distributed as follows:

- Original - to payee
- Duplicate - to attach with credit vouchers
- Triplicate - to retain with the money receipt books.

### 8.3 Procedures

As regards cash management, (NARIPOKKHO) will follow the procedures as under:

1. Accountant Staff of Naripokkho will maintain a Cash Register as per prescribed format designed in the software with two sides-Double entry system for both bank and Cash.
2. Daily transactions should be started in a new separate page of the Cash Register
3. The cash register will be checked regularly and signed by Deputy Director (Accounts and Administration) at least once in a week.
4. Throughout the day Accounts Officers will incur expenses against approved requisition / voucher, which will be recorded on the appropriate side of the cash register and -cheque register. He/she will also keep a record in the cash register for receipts of cash throughout the day. One of the Accounts Officers will physically count all cash and cheque and balance with that of cash register balance. However, it will be witnessed by another Accounts Officer.
5. Accountant will maintain main cashbook and project wise cash book
6. Petty cash register will be maintained by Accounts Officers in format given in the **Software to record petty cash expenses**. He /She will provide the petty cash bills to another Officer for preparing cash voucher according to the chart of accounts.
7. Expenses incurred in cash / petty cash will be captured in the cash payment voucher (**Annexure 13.16**) and recorded in the main cash book with reference to the voucher no.
8. Accountant will also maintain a separate cheque issue register as per prescribed format in the Software used by Naripokkho for each bank account.
9. The cash/Bank book will be monitored by Deputy Director, Accounts. Cashier will check randomly.
10. All receipts and payment voucher as well as copy of money receipts (see Annexure) will be checked by the Deputy Director, Accounts or his/her designate.

  
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11. Every Month Accountant will confirm his/her cash/bank balance. Should there be any differences, the balance must be reconciled and inform his/her supervisor without delay.(see cash reconciliation format).
12. If day-end balance exceeds Tk. 100,000 cause should be clearly written in the cash certificate.
13. Project wise daily cash and bank balance statement will be prepared by Accounts Officers in the prescribed format in **Annexure** and reviewed by another Accounts Officers.
14. Closing balance of cash book will tie with total of cash in hand balance plus cash cheque received plus I.O.U. balance. I.O.U balance will match with I.O.U register. Cash in hand balance will equal to the cash balance as per cash register.
15. Accounts Officers of Accounts Department must ensure that they work independently and copy of receipts/payments voucher and money receipts after being recorded in cash scroll go to the respective file - immediately.
67. Bank reconciliation (as per format attached in the **Annexure 13.5 for Bank Reconciliation Statement**) as prepared by the Accounts Officers will be checked by the Deputy Director, Accounts as he/she is not directly involved in writing books or handling cash/bank. Treasury will review the bank reconciliation at least at year end.

## 8.4 Transaction Cycle

### 8.4.1 Cash/ Cheque Receipts:

1. All cheque will be received by the Staff of Accountants Department who will bring that to the attention of Deputy Director, Accounts
2. All receipts including cheque will be recorded on the receipts side of cash book.
3. will prepare money receipts in triplicate and forward the Cheque/cash along with a copy of money receipt to Accountant for coding and voucher preparation.
4. Staff of Accountants Department will prepare a credit voucher for each of the transactions and write down appropriate account code on the vouchers. He/she will also prepare deposit slips for bank.
5. The vouchers, money receipts and cash and Cheque and deposit slips will then be forwarded to Deputy Director, Accounts, who will check them and arrange deposit the-Cheque/cash in the bank.
6. The copy of the deposit slip, money receipt and voucher then will be forwarded to the accountant, who will make necessary posting in the books of accounts.
7. Weekly the Accountant officers will reconcile daily receipts as per cash book and it will be signed and verified by both Accountant and Asst. Accountant.
8. The credit voucher must be approved as per delegation of financial authority checked on Annexure 13.15.

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### 8.4.2 Cash/ Cheque Payments:

1. Invoice or bill for the goods or services should be approved by User Unit first as per Financial Table of Authority. The concerned unit manager will ensure that the bill had been checked with requisition, work order, receiving report and forward the invoice along with the above documents to Accounts Department
2. The Staff of the Accounts Department will prepare the debit voucher and write down appropriate account code on the voucher.
4. The invoice/bill, voucher and all relevant documents are then forwarded to the Deputy Director, Accounts , who will check the invoice and documents.
5. All the documents will then be forwarded to the appropriate level of management for approval
3. The invoice and the voucher along with other documents are then forwarded to the Account officer for writing Cheque and Cheque register.
6. Accounts Officers will prepare the cheque and information to cheque register, Deputy Director, Accounts and admin then check the cheque and cheque register and send to 2 signatories for signing cheque.
6. The management will ensure that all procedural matters have been complied-with and Tax/VAT has been deducted as per Income Tax Rules before authorizing the transaction.
7. Accountant and asst. Manager submit all Tax and Vat challan to the relevant tax and Vat zonal office according to time schedule.
7. After the cheque is signed, the cheque, voucher, and invoice are forwarded again to the Staff of Accounts Department who will make entry of the payment in the software and pay cheque to the payee.
8. All the above documents are then considered by the Staff of the Accounts Department where necessary to reduce liability and cash/bank books.

### 8.5 Approval Authority of signing vouchers

The Staff of the Accounts Department should check each and every bill first before payment. Such checking should include prior approval of the appropriate authorities, budget provision, supporting documents, necessary adjustments, and arithmetical accuracy.

After satisfactory checking of all bills/ vouchers Staff of the Accounts Department will put his/her initial on the voucher to confirm his/her checking. The bill/voucher will then be given to the Deputy Director, Accounts for final checking and then for approval as per delegation of financial authority (Annexure # 13.15).

*Note: The delegation of authority may be changed from time to time based on the need subject to passing required resolution*

  
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## 8.6 Bank Reconciliation:

- a) Bank statement will be forwarded to Accounts Officers of the Accounts Department through Deputy Director, Accounts and he/she will use the Format attached for bank reconciliation (Annexure 13.5). Monthly Bank Statements of all bank accounts should be collected within 15<sup>th</sup> of the following month.
- b) Monthly bank reconciliation statements must be completed within 20<sup>th</sup> of the following month.
- c) After the month end monthly Bank reconciliation statements will be prepared by the Accountant, Assistant Manager and verified by Deputy Director, Accounts
- d) Deputy Director, Accounts will notify Treasurer if any unusual transactions appear in the reconciliation.
- e) Year-end bank reconciliation statement must be checked and signed by Deputy Director, Accounts, President/ Treasure
- f) The completed bank reconciliation statements and documentation of voided cheques shall be reviewed by the Treasurer and admin.
- g) The ending date of the bank ledger and the bank statement should be the same.
- h) The bank name, account number, and currency should be clearly indicated.
- j) The Deputy Director, Accounts and Administration should review and endorse the reconciliation. The Project Director / President will approve the reconciliation statement.
- k) The bank reconciliation should include a copy of the balance per the accounting records (the ledger balance) and a copy of the bank statement when it is presented to the Director Finance/ Manager for review and endorsement.
- l) All cheques not cashed after 3 months (90 days or more) from the date of issue should be investigated by the Accounts Officers. In case If the cheque remains open for 6 months, then the cheque should be cancelled assigning a mark "Cancelled: on the top of the cheque. All the cancelled cheque should be kept in the custody of Finance,
- m) Any unexplained difference between the bank statement and the accounting records should be promptly investigated by the accountant with the express approval of the / President/ Treasure
- n) Where the reconciling item requires an adjustment to the accounting records, a journal voucher should be used, and the reference for the subsequent adjustment should be noted on the reconciliation.
- o) Where the bank has made an error, documentation should be obtained from the bank giving the explanation and the adjusting entry made. Copies of this notice should be attached to the bank reconciliation.

The reconciliation must contain complete descriptions of the reconciling items:

- ❖ Copy of the General Ledger page showing the cash book balance
- ❖ Complete list of outstanding cheques, including dates
- ❖ Copy of the summary of deposits and record of all transfers
- ❖ The original bank statements
- ❖ Originals of all bank statement enclosures, i.e. debit and credit memos and advices, transfers advices, etc.
- ❖ Any other documentations and working papers with Bank statements covering a financial year should be filed together with the bank reconciliation statement.

  
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## 8.7 Safety of Cash and Cheque Book

Accountants Officers responsible for cash dealing will ensure safety of cash through Vault. Cheque Books will be preserved by Accountant. These should be always under lock and key. Person handling cash will be responsible to ensure safety of Key of cash drawer.

## 8.8 Payment by Letter of Transfer

The policy of NARIPOKKHO allows for payments by Letter of Transfer. In such cases,

- ❖ All Letter of Transfer Payments will comply with procedures provided by bank.
- ❖ The accountants' officer shall prepare the letter and address it to the respective bank Manager clearly indicating the following details: Beneficiary Account Name, Beneficiary Account Number, Swift Code, Correspondent Bank Details, The Amount to be transferred.
- ❖ The appropriate signatories to the bank account shall sign the letter of transfer and the payment voucher.
- ❖ The letter shall be in duplicate or the endorsed original letter shall be photocopied to be stamped received by a responsible official at the bank.
- ❖ The original of the letter together with the duplicate or the photocopy shall be sent to the bank. The original shall be left with the bank and the duplicate or the photocopy (stamped received) shall be attached to the payment voucher for filing.

## 8.9 Opening and Operations of Bank Account

1. Bank account will be opened only on the basis of organization need and development partners' requirement; Donor requirement
2. Decision with regard to opening of bank account will be pre-approved by the Executive Committee/Coordination committee.
3. Naripokkho Executive Committee will aim at obtaining best possible service for least possible cost while selecting a bank.
4. In the Executive Committee meeting, decision for selecting a bank will be discussed in detail.
5. Executive Committee will select cheque signatories and name of the account
6. Cheque will require signature of at least two signatories out of three signatories.



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## 8.10 Opening of Bank Account and Operational Procedures

1. Through Treasurer, the Accounts Department will place a request to the **Central Coordination Committee** to consider the proposal of opening of a new bank account in view of project need and/or development partners' mandate or other reasons (as would be specified). The Central Coordination Committee will send their views to the President on this issue.
2. President will place the issue to the Executive Committee. Executive Committee will consider the matter and decide that under the circumstances discussed a new bank account could be opened and management should select a bank which commensurate with Naripokkho's Policy on program facilitation and cost saving. It will also decide on the names of signatories of the bank
3. When the decision of Executive Committee will be conveyed by the President, Deputy Director, Accounts will do necessary paperwork and prepare a comparative statement detailing services, along with other relevant information for the Committee to make the best pick.
4. Committee picks a bank and advice Deputy Director, Accounts to do the needful to open the account.
5. Respective Accounts personnel will prepare all documents, fill out all forms and have the individuals concerned to sign the documents.
6. As the account is opened respective accounts personnel will assign an account code in the accounting software to the bank account and inserts the account code and details in Naripokkho's Chart of accounts.

## 8.11 Type of Bank Account

In opening bank account Current /STD /SND account will be preferred.

### Bank Signatories

Executive Committee will take decision about the signatories and operation of bank account. Joint signatures of signatories will be required to withdraw money from bank.

## 8.12 Electronic banking

Where possible all transmissions should be made electronically through the electronic banking networks as this is the most cost effective way of remitting funds. Care must be taken to ensure that the web based system used is secured and that adequate internet security protocols are in place.

A key risk is diversion of payments into personal bank accounts. There must be strict controls and review of access to the banking system for any amendments to payee's details. All amendments to supplier bank account details must be made following written information from the supplier which should be double checked wherever possible by a phone call or internet search. Care must be taken to ensure that the web based system used is secure and that adequate internet security protocols are in place.

  
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## 9. Fund Management

### 9.1 Fund Requisition to Donors

Fund requisitions are submitted to donors as per project agreement and budget. This request is being submitted when fund is required. Sometimes fund requisitions are submitted along with the last period's (quarterly, half yearly or yearly) financial statement. Some donors have specific format for fund requisition. Under proper guidance of Deputy Director, Accounts, accounts personnel responsible for individual projects prepare fund requisition. Finally, with the signature of President. Requisitions are submitted to donor.

### 9.2 Source of Fund

Different source of generating fund are as follows:

- Fund from donor for specific project.
- Contribution from Donor;
- Community contribution / cash contribution from any other source
- Receipt from income generating activities such as consultancy fee, training fee etc.
- Interest income – it could be restricted if it is earned from Project fund.
- Rent, conference room with equipment rent,

### 9.3 Restricted Fund (Project Fund):

A restricted fund is a reserve of money that can only be used for specific purposes. Restricted funds provide assurance to donors that their contributions are used in a manner they have prescribed.

### 9.4 General Fund (Unrestricted Fund)

A general fund is a reserve of money that can be earned through income generating activities of the organization and there is no restriction of donor to utilize the fund.

### 9.5 Grants Receipts

Grants from different donors are received through Mother A/c (Current A/C). This account is authorized by the NGO affairs bureau to receive all types of grants from and abroad. After receiving fund by Bank, it is transferred to individual project bank account which is the operational account of the project. For day-to-day requirement, fund is withdrawn from this account.

### 9.6 Acknowledgement of Grants Receipts

An acknowledgement of grants receipt is to be provided to donor after crediting grants at NARIPOKKHO's Mother bank account. Bank statements are attached with that acknowledgement as proof of grants receipt. Some donors have specific grants acknowledgement formats. Accounts personnel, responsible for individual project accounts, prepare acknowledgement of fund receipt under proper supervision of Deputy Director, Accounts and Administration for her signature President/ Coordinator / Project Director may also sign on the acknowledgement on behalf of the organization.

  
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## 9.7 Reporting to Donor

Intervals of reporting will be as per the agreement between the donor and the organization. Reports usually consist of a narrative and a financial report. The narrative report covers all activities completed for the reporting period, in detail. The financial report lists all expenses progressively during the period of the agreement. The reports, as shown in the appendices, are adjusted to cover the donor's requirements. Sometimes, during the period of the project, it appears that certain activities cannot be carried out as planned, or are not as effective as expected, but could, with adjustments, achieve better results. Under such circumstances, the consent of the donor is to be obtained ahead of changes in the execution of the project. Should this require adjustments to budget line items, such changes are discussed with the donor as well. Only after receiving written consent of the donor the adjustments to the programme be carried out by the recipient of the grant can be made. If the donor agrees, the revised grants will need to be approved by the NGO Affairs Bureau.

## 9.8 Foreign Exchange Risk

In project management, a decrease in domestic exchange rate will result in loss of grant income budgeted for project implementation. This will adversely affect the scope, cost and time of the project and consequently bring about undesirable effects like non completion of the project or even if the project is completed the quality may be compromised due to budgetary limitations. The organization is particularly exposed to the exchange rate risk when there are delays in releasing fund, when converting the foreign exchange to the expenditure currency and there are differences between their budget rate and exchange rate. In order to optimize the exchange rate risk, NARIPOKKHO should do a trend analysis of the exchange rate fluctuation based on historical exchange rates to measure the exposure to exchange risk. Trend analysis is a technical analysis that attempts to predict the future price movements based on recently observed trend data. It is based on the idea that what has happened in the past gives an idea of what will happen in the future. In order to do foreign currency trend analysis two websites are recommended where historical data are available. The website of Bangladesh Bank is <https://www.bb.org.bd/econdata/exchangerate.php> and the website of OANDA Corporation which is a leader in currency data is available at <https://www.oanda.com/fx-for-business/historical-rates>.

With approval of NGO Affairs bureau exchange gain will be used according to the approval of donor.

## 10. Payroll Management

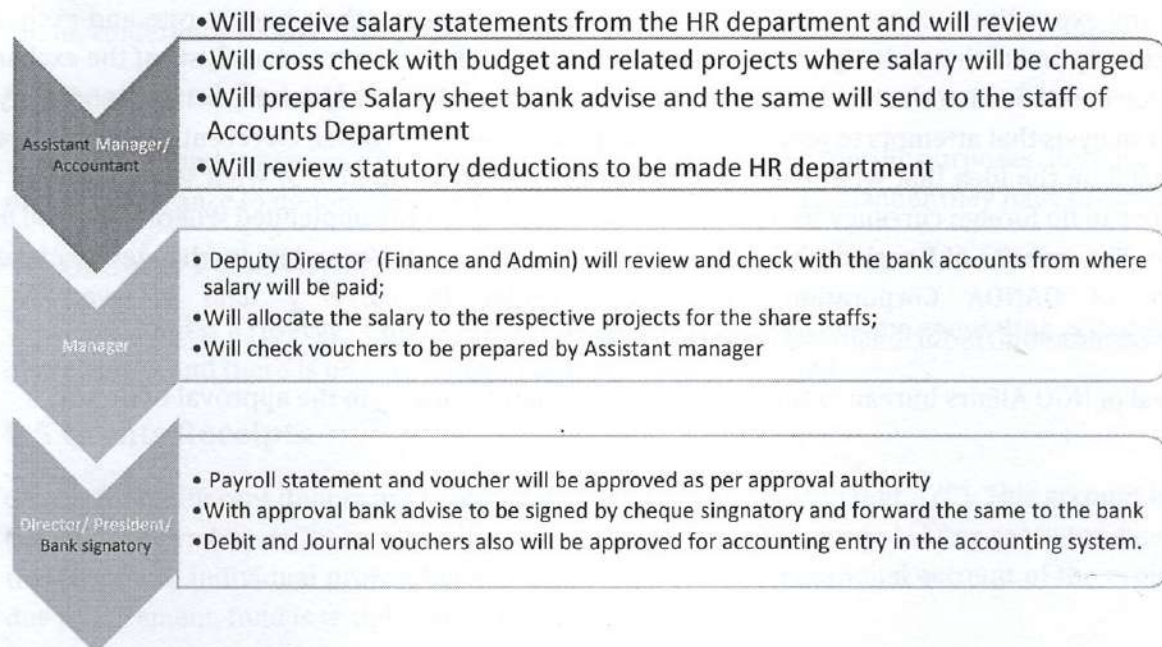
### 10. PAYROLL MANAGEMENT

Payroll is a critical function of the accounting department and includes making sure all employees are paid accurately and timely. In addition, proper tax is assessed and tax payments are on time with Government. It's also important to keep records of payroll transactions for compliance and overall financial reporting purposes.

#### 10.1 Payroll should be reviewed and paid as per following steps:

Salaries are payable before the end of each completed calendar month. To ensure that payroll disbursements are made only upon proper authorization to bonafide employees, payroll disbursements are properly recorded, and that the organization is compliant with related legal requirements (such as payroll tax deposits), Payment of the salary is made either by electronic banking or by cheque (which has to be handed to the employee before or on the last day of the month for which the salary is due). A pay slip per employee is issued in duplicate. One is handed to the employee and the second copy is kept by the employer.

*Note: Salary cannot be paid in cash for monthly payment exceeding BDT 10,000 to any employees.*



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## 10. Payroll Management

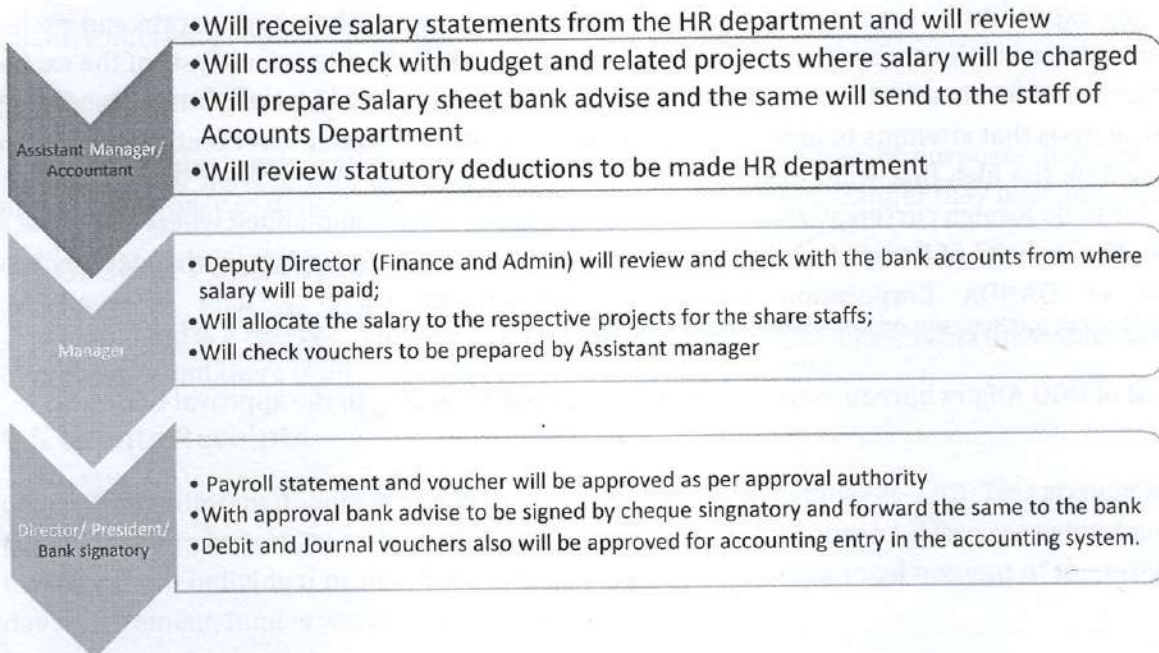
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Payroll is a critical function of the accounting department and includes making sure all employees are paid accurately and timely. In addition, proper tax is assessed and tax payments are on time with Government. It's also important to keep records of payroll transactions for compliance and overall financial reporting purposes.

#### 10.1 Payroll should be reviewed and paid as per following steps:

Salaries are payable before the end of each completed calendar month. To ensure that payroll disbursements are made only upon proper authorization to bonafide employees, payroll disbursements are properly recorded, and that the organization is compliant with related legal requirements (such as payroll tax deposits), Payment of the salary is made either by electronic banking or by cheque (which has to be handed to the employee before or on the last day of the month for which the salary is due). A pay slip per employee is issued in duplicate. One is handed to the employee and the second copy is kept by the employer.

*Note: Salary cannot be paid in cash for monthly payment exceeding BDT 10,000 to any employees.*



  
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## 11. Functions of Accounting Department in Procurement

### 11.1 Function of Accounting Department in Procurement Process

Procurement function will be performed in accordance with the procurement guidelines which might be separated from accounts department. However, accounts department will be involved in procurement process mainly for budgeting, checking and complying with regulations of applicable tax and VAT, payment process and finally for reporting purpose.

Procurement Procedure should be added

#### 11.1.1 Procurement Committee (Annexure 13.21)

The **Procurement Committee** will be responsible for the management of the acquisition, purchase, lease, or rental of all materials, services and equipment required by various Departments of Naripokkho except intellectual property and specialized consultancy services which will be dealt with by separate committee. Purchase committee will meet at least once in every month to take purchase decision. Frequency of the meeting may be increased depending on the interest of the organization.

#### 11.1.2 Delegation of Financial Authority Matrix (Annexure 13.15)

In Naripokkho, the President, at the highest level in the organization has been given the right to sign bills, vouchers, bank cheques, contracts etc. on behalf of the organization.

But for various financial activities, certain officers are authorized to sign on financial documents like cheque, bills, vouchers etc. of a certain amount. This is called 'Delegation of Financial Authority'.

**Delegation of Financial Authority** will be followed to obtain approval on Purchase Requisition (PR), Purchase Order (PO), Comparative Statement (CS) and Service Contract, Bill and Voucher.

- The Table of Financial Authority may be amended at any time by the appropriate Authority
- All delegations relate to the delegate's position, not to the individual in that position.
- A delegation of authority under this policy can be wholly or partially withdrawn or restricted (either permanently or temporarily) at any time by appropriate authority.
- Any delegation to incur expenditure must be exercised within the limits of the relevant approved budget.
- Delegates must not approve the incurring of, or the reimbursement of, their own expenditures or advances even if it falls within their delegation limit. Such expenditure must be approved by that person's immediate higher authority

  
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### 11.3 Payment Procedure:

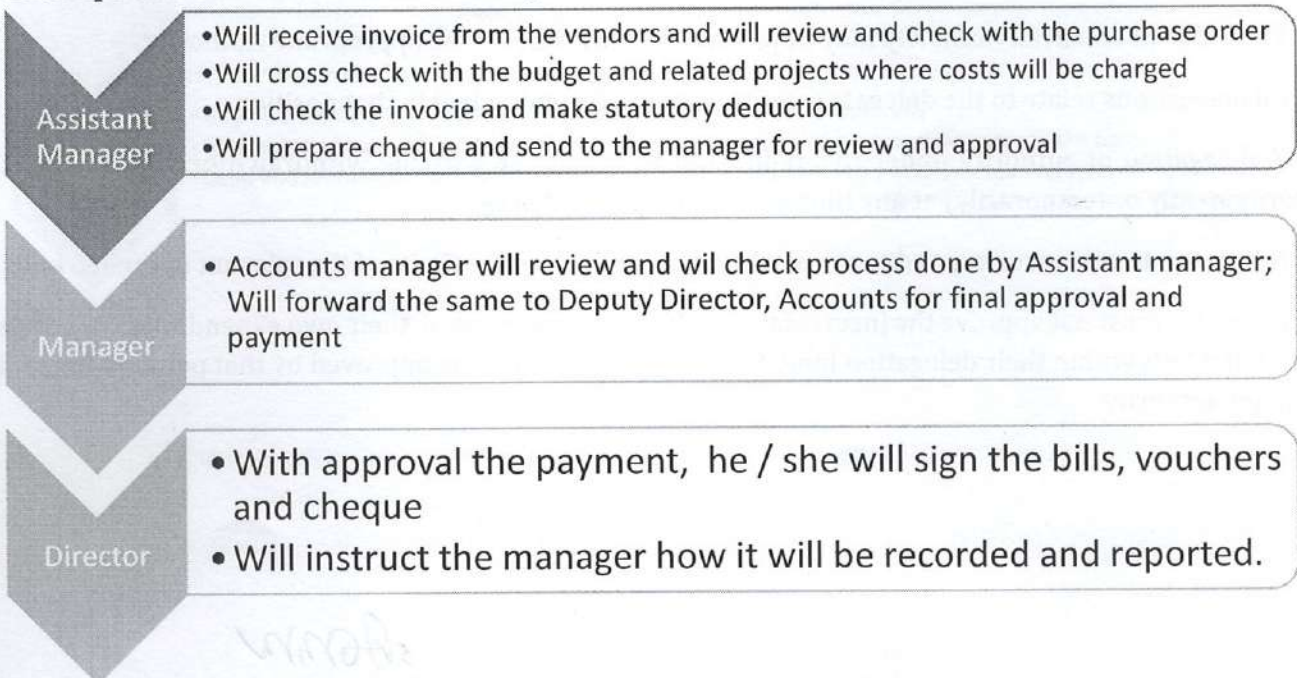
The accounts Department receives the following documents:

From Purchasing:	PR and Work Order, Memorandum of Understanding/ Contract
From Store:	Receiving Report /Material Received Note (MRN) (Challan)
From Supplier:	Invoice/Bill

The accountant will perform the following check prior to processing a request for payment:

- Whether the Invoice/Bill has been submitted by the same entity (company or vendor) that supplied the materials or services to / Naripokkho.
- If a Material Received Note / Delivery challan (supplied by the vendor) signed by the Store in charge as acknowledgement of the materials received is attached to the Invoice/Bill while approving them for payment.
- In case of services, a certification is received by the concerned user of the respective Department to the effect that the services have been received as per service Work Order/Service Contract.
- To verify that other documents as required per procurement policies and procedures are in order.
- All payment above Tk. 10,000 should be made through account payee check and in case of exception a prior written approval/instruction from the President should be obtained. Below taka 10,000 can be made in cash through raising I.O.U for small purchase but it is preferred to pay by cheque.
- NARIPOKKHO will pay the bill within 7-10 working days upon satisfactory supply of goods and services.
- Part / full payment in advance for procurement of goods and services will be allowed only with prior written approval from the President.
- Accountant will proceed for settlement of advance once if all the papers are found in order.

### 11.4 Specific role of the accounts department:



  
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### 11.5 Documentation

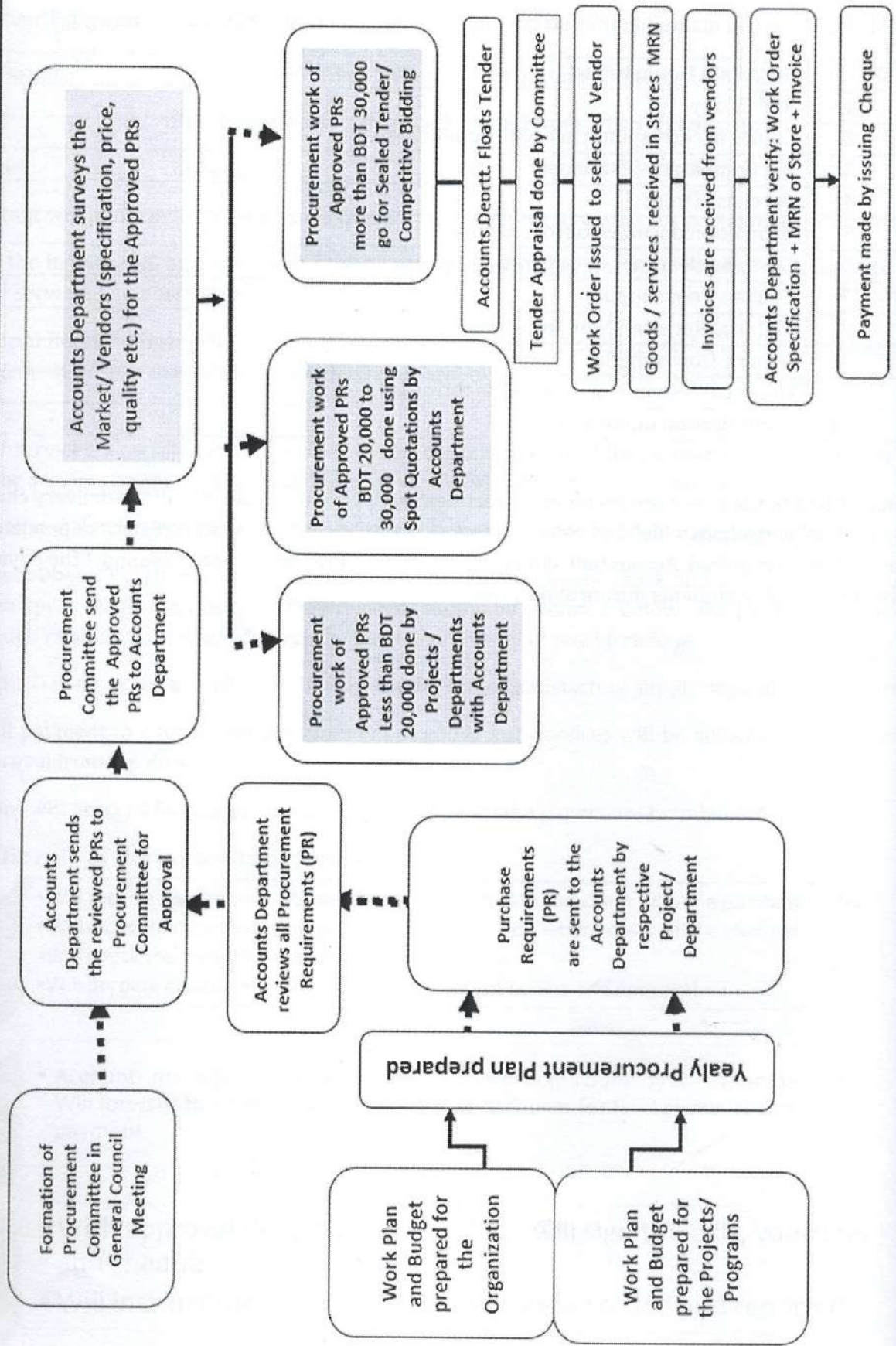
NARIPOKKHO will maintain different documents at various stages of the procurement. They are as under:

SL	Accounts Department
1.	RFP (if any)
2.	Copies of correspondence with supplier
3.	Bid Comparative Statement
4.	Purchase Order
5.	Expedition documents from supplier
6.	Customs clearance documentation (if Applicable)
7.	Challan from supplier
8.	Material Received Note from Store
9.	Invoice from supplier
10.	Other correspondence related to the order
11.	Identification number

In addition to the above the Accounts Department will chronologically file all the delivery challans received in the "delivery challan file" and receiving report in the "receiving report file" for independent verification as and when required. Accountant should maintain the above documents to support the payment and verification of documents during audit process.

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**A Flowchart of the Procurement Process of Naripokkho**



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## 12. Procurement Policy

### 12.1 Procurement Committee and its Responsibility and Authority: ( Annexure 13.21)

As per the Naripokkho Procurement Policy the Procurement Committee will be formed with following members in the General Committee meeting:

1. Three (3) selected members of the General Council
2. One (1) selected representative from the Project Directors/Project Coordinators

**Quorum:** At least three (3) members of the Committee should be present

The Committee will be responsible for the management of the acquisition, purchase, lease, or rental of all materials, services and equipment required by various Departments of Naripokkho except intellectual property and specialized consultancy services which will be dealt with by separate committee as mentioned in this chapter. committee will meet at least once in every month to take purchase decision. Frequency of the meeting may be increased depending on the interest of the organization.

- The Purchase Committee will scrutinize the tenders submitted.
- If any relative/acquaintance/friend of the Purchase Committee member submitted the bid, that concerned member shall not be involved in the decision-making process by declaration.
- In case of purchase, the presence of two members of the committee should be ensured in the meeting for spot verification of samples.
- If there is a reasonable reason, the committee can decide to call for quotation again.
- All the organizations which do not get the work order should send a letter through the purchase and sale committee stating the reason for not getting the work order.
- In any case, the committee will have the power to consider the matter of rationality/quality without looking at the lowest price and it will be written in the decision.
- Online submission of tenders shall have a separate e-mail ID with password to be held by a designated member of the Purchase and Sale Committee.
- In case of acceptance of direct tenders, the Deputy Director (Accounts and Administration) shall open the envelope and write signature and date.
- In the case of special purchases, the purchase and sale committee may, if it deems fit, engage an expert from outside for an opinion.
- The purchase and sale committee members should be accountable to the President for special needs.
- If any member of the purchase and sale committee is sick, a new member should be added in his/her place through the executive Committee.

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- Exemption of any member of the Purchase and Sale Committee and acceptance of new members will be decided by the Executive Committee

## 12.2 General Policies:

The general policies will be guided by these procurement procedures. The procurement committee has primary responsibility for interpreting these policies and establishing appropriate guidelines. To assure compliance with all regulations, all purchases must have the appropriate prior approval from the Procurement Committee. Methods of purchasing of Naripokkho are explained as follows. In purchase decision highest quality and lowest price are to be considered normally. But for quality maintenance lowest price may not be considered in all respect. The following important notes are to be kept in mind:

- Goods are purchased in the interest of the organization
- The purchases committee of Naripokkho should be well conversant regarding the availability of goods requisition.
- Requisitioned goods may be purchased periodically or annually as per requirement.

The objectives of the Procurement Committee will be:

- To obtain specified goods and service for the requesting Department .
- To ensure proper quality and quantity.
- To ensure timely delivery of goods.
- To comply with regulations.
- To spend Naripokkho funds wisely and in economic manner.
- To achieve the acquisition of goods/service/consumables at the lowest reasonable cost.

To achieve these objectives, the members of Procurement Committee and more specifically the Convener of Procurement committee herein or his/her delegates, will contact suppliers locally. Price quotes will be received through a formal competitive bid process, as well as through informal quotations.

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### 12.3 Types of Procurement Methods

In order to procure quality goods and services from reliable sources and simplify the procurement process following three types of procurement methods have been proposed in the Procurement Policy:

Three (3) types of Procurement Methods				
Procurement Methods	Amount Limit	Source	Quotation	Method of Purchase
Purchasing without quotation from local market	Upto to Tk. 20,000 (Twenty thousand) of the Procurement Requestions (PRs) approved by Procurement Committee	Open market/ Enlisted Vendors	Without quotation	Respective Unit Manager / Department Head will arrange purchasing at their conveniences in consultation with the Accounts Department.
Purchasing with Spot Quotation	More than Tk. 20,00 (Twenty thousand) - to BDT 30,000 (thirty thousand) of the Procurement Requestions (PRs) approved by Procurement Committee	Enlisted Vendors	Three Spot Quotation	Through a <u>comparative bidding</u> and purchase order / contract
Purchasing with Competitive Bidding through Sealed Quotation	More than Tk. 30,000 (thirty thousand) of the Procurement Requestions (PRs) approved by Procurement Committee	Open market/ Enlisted Vendors	Three	<u>Competitive Bidding</u> through Sealed Quotation Invitation and Purchase order/Contract

**Note:** In case of purchase of intellectual property and specialized consultancy services where competitive bidding is not practical, a separate Procurement Committee will be constituted.

Purchase Committee will select the method as per the volume, price and availability of the procurement requirements.

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## 12.4 Authorization Guidelines

### 12.4.1 General Policies:

A formal system of authorization level is key to the internal control NARIPOKKHO procurement activity. Only that staff who have been given approval authority may commit NARIPOKKHO to the establishment of a firm purchase order or other form of binding contract. Consistent compliance with these limits is one of the critical factors to be considered when evaluating the strength of NARIPOKKHO control procedures.

### 12.4.2 Policy of Financial Authority

#### Delegation of Authority for Procurement Activities.

The table provided below will be followed to obtain approval on Purchase Requisition (PR), Purchase Order (PO), Comparative Statement (CS) and Service Contract, Bill and Voucher.

Procurement delegation of authority is given in **Annexure 13.15 Delegation of Financial Authority**.

- The Table of Financial Authority may be amended at any time by the appropriate Authority
- All delegations relate to the delegate's position, not to the individual in that position.
- A delegation of authority under this policy can be wholly or partially withdrawn or restricted (either permanently or temporarily) at any time by appropriate authority.
- Any delegation to incur expenditure must be exercised within the limits of the relevant approved budget.
- Delegates must not approve the incurring of, or the reimbursement of, their own expenditures or advances even if it falls within their delegation limit. Such expenditure must be approved by that person's immediate higher authority

### 12.5 Annual Procurement Plan

There should be an Annual Procurement Plan during budget session. In the procurement plan all the items to be requested for procurement must be detailed. All procurement requisition will be raised in line with the approved annual procurement budget. Procurement Committee should ensure that the requested item was included in the procurement budget. Deputy Director, Accounts will assist Procurement Committee with a list of items included in the procurement budget.

### 12.6 Procurement Requisition (PR) Policies

A formal written request should be made to the Procurement Committee by the concerned Department/Project Head to initiate the procurement process. The formal written request is called a Procurement Requisition (PR) form.

- o Procurement process will start from the initiating of formal Procurement Request (PR) by respective project authority or Naripokkho own administration department.
- o All requisitions (Purchase/Printing/Maintenance/Service/Media contract etc.) will have to be made on NARIPOKKHO's prescribed Procurement Requisition Form hereinafter called PR (**Annexure - 13.30 Purchase Requisition (PR)**)

Purchase Requisition (PR)

  
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- o File note for procurement of goods and services is required along with requisition for justification of purchase.
- o Purchase Requisition (other than workshop / seminar / training) should be handed over to Procurement Committee within 20<sup>th</sup> of previous month for purchasing in the subsequent month.
- o Requisition for workshop / seminar/ training must be placed at least 10 days before the event.
- o In case of urgency, it has to be marked as "urgent "on the top of the requisition. It is recommended that minimum lead time should be allowed to procurement committee as per guideline of this procurement requisition policy as mentioned above.
- o If any supplier is preferred in that case it has to be mentioned by requestor in the requisition.
- o Stationeries may be purchased based on 3 months' consumptions to take the competitive advantage of pricing from stationery supplier. Admin will raise the requisition based on the existing stock level and place before the purchase committee.

#### 12.6.1 Salient Features of PRF:

The following information should be provided on the PR:

- i) Requestor : Individual initiating request
- ii) Date : Date when PRF is submitted
- iii) Item (s) : Sufficiently detailed description and justification
- iv) Quantity : Number and units of items required
- v) Account code: Full accounting information for order
- v) Delivery requirement (if any) :Date when delivery is desired
- vi) Preferred vendors :Information on particular vendors, if any
- vii) Approvals : Signatures of individual requesting purchase

#### 12.6.2 PR Review Policies

It is the responsibility of the person or unit making to correctly submit a PR to the Purchase Committee. The Committee then has the responsibility and authority to review all PRs submitted by respective unit, assuring that proper information is included and necessary approvals obtained. The request should be promptly returned to the unit if detail or proper approval is lacking.

#### 12.7 Tender and Procurement Administration Policies:

It is the policy of Naripokkho that competitive bidding will be followed in all procurement activities undertaken for the Purchase Request for more than Taka 20,000 (Twenty thousand) and be handled by the members of the Purchase Committee. Terms and condition for bidding will be fixed in the prescribed form as given in format in **Annexure #13.27 Terms and Condition for Bidding**. Scope of Tender will be decided by the Purchase Committee which can be documented in the prescribed format in **Annexure # 13.26 Scope of Tender Specification**

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## 12.8. Bidding Policy:

### 12.8.1 Policies for Bidding Review

For purchase up to Tk.10,000/- the Unit Coordinator will arrange purchase based on general price verification. In this case no quotation will be required. Purchase can be done on the basis of market survey.

All procurement should be arranged by the administration department or authorized by the admin and goods should be received at Naripokkho central store, except training/workshop/seminar materials.

In case of venue, accommodation and food for training/workshop/seminar, no need to collect three quotations. Outside Dhaka one quotation will be enough. But final decision will be taken by the procurement committee based on the quality.

1. For purchasing the goods and services of the approved PRs **not exceeding Tk. 20,000, the concern department head or the project directors/ coordinators** will purchase the goods and services in consultation with the Accounts Department from open market.
2. **For purchasing the goods and services of the approved PRs more than Tk. 20,000, but not exceeding Tk 30,000, three (3) On-Spot Quotations** will be collected by representative of Purchase Committee from open market / enlisted vendor and purchases can be done after acceptance of quotation by the purchase committee.
3. A Comparative Statement of Quotations/Bidders as given in format given in **Annexure 13.23** should be prepared immediately on the basis of three separate vendors for each item and approved by the Purchase Committee.
4. It should be kept in mind that owner of three stores/shops or three vendors must be separate person to make the transaction in arm's length. The comparative statement must contain a rationale for selecting a vendor out of three vendors from whom quotations have been obtained.
5. If the lowest bidder is not selected considering the qualitative requirement, then it has to be recommended by Purchase Committee and approved by president/Treasure
6. **When the value of requested item exceeds Tk. 30,000 then the item /service to be procured through "Sealed Tender"**. Procurement Committee will arrange to obtain sealed tender at least from 3-5 vendors by providing written and open tender schedule to the genuine suppliers. Specification of the goods, terms & conditions of supply etc. will be written in the tender notice as per prescribed format given in the **Annexure # 13.29 Tender Notice**. Interested parties will drop quotations in to a tender box. Sealed bids will be opened in presence of the majority members of the Procurement Committee.
7. In case of repeat order within 3 months for the items mentioned below Procurement Committee can recommend the previous vendor/supplier/service provider by considering all the relevant factors e.g. price, lead time, specification, emergency etc. without inviting any quotation if the value of the item is less or equal

  
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to Tk. 150,000. The items are as follows: (any kind of reprinting should be recommended the previous service provider)

- a. Printing and stationeries
- b. Consulting Services
- c. Software Development
- d. Material Development for the Publications
- e. Audio visual output

8. For purchasing of furniture and equipment from a fixed price shop, no quotation will be required. In this situation, Purchase committee will take decision in selecting the shop, model and design considering the economic benefit.

9. **At sub district level , only one quotation will be required**

10. There may be a provision of earnest money in bidding process. Purchase Committee will determine the rate of such earnest money. The Committee can forfeit the earnest money in case of any violation of rules. A schedule of Earnest Money will be prepared by Accountant in the format given in **Annexure 13.28 Schedule of Earnest Money**

11. The following items whatever the value is, should not be procured by the Procurement Committee without the prior approval of the Executive Committee:

- i) Land
- ii) Building
- iii) Vehicle (Four Wheeler/Motor Cycles/Three Wheeler)

12. There are cases where inviting quotation for small routine items (i.e. tea, sugar, fuel etc.) are not either cost effective or vender might not be willing to participate in the formal bidding procedure for the items being smaller/or of fluctuating price. In that case the item will be procured through informal market survey. Those items can be purchased in cash through raising I.O.U if the value of item does not exceed Tk. 20,000. In that case procedure for I.O.U should be followed.

13. Procurement of Intellectual Property and specialized professional service like research/ translator / Trainer / Designer / Service of Specialized Consultant/ Advisor / will be purchased based on the decision of separate Committee assigned for this purpose. This committee will be consisted of following members.

- i) President
- ii) Head of Respective Unit
- iii. Professional expert from the organization on this matter

Single sourcing can be done for the purchase of intellectual property and specialized consultancy services mentioned above without bidding process if the committee thinks fit and it is impracticable to follow the normal bidding process.

14. All amounts are considered here are excluding VAT. Price of the Air tickets are fix on flexible basis.

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### 12.8.2 Exception to Competitive Bidding:

Exceptions are made in the following cases:

- a. The value of item to be purchased is less than Tk. 20,000/= ;
- b. When the required number of sources for the items required are unavailable;
- c. When emergency factors (not urgent) require a break from policy in order to achieve certain critical objectives in a limited amount of time (it should be supported by adequate rationale in the form of file note); and
- d. In any other situation which can be fully documented to justify a lack of competitive bidding.
- e. When purchasing will be done from sole distributor.
- f. In case of purchase of intellectual property and specialized consultancy services where competitive bidding is not practical;
- g. In case of hiring venue / food for training, seminar or workshop in the particular area where competitive bidding is impractical. (Approved Quotation will be valid within six months if the rate is same)
- h. Where applicable, Trainer can be appointed from the approved training team without the approval of the Purchase Committee. With submission of Justification and necessary information for selection of particular trainer/expert/supplier/training venue can be approved by the Purchase committee.
- i. All the above exceptions must be recommended by Procurement Committee and approved by the President.

### 12.8.3 Quotations Securing Policies:

- i) Bids should be solicited only after a decision has been made to procure goods or services through the standard requisition process.
- ii) Written quotations must be obtained from vendors as per bidding requirement policy.
- iii) Bids from suppliers must be in response to a specific request for quotation from NARIPOKKHO to that supplier. Unsolicited bids should under no circumstances be considered for possible award of contracts.
- iv) Request to supplier can be done in email / courier as per decision of purchase committee.
- v) Advertisement in one national newspapers/online portal/ NARIPOKKHO's website will be given for inviting for tender. Newspaper to be selected by Procurement Committee. The Procurement Committee will decide about the mode of advertisement on the basis of cost effectiveness analysis.
- vi) If sufficient number of quotations is not collected from enlisted supplier, then Procurement Committee can take decision to collect quotation from other suppliers available in open market who fulfills the enlistment criteria as mentioned in **Annexure-13.19 Naripokkho Vendor Enlistment Procedure**
- vii) Quotation can be collected through restricted E-mail / electronic media.

  
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## 12.9 Procurement Procedures

### 12.9.1 PR Initiation and Approval:

1. Requestor will raise a PR as per prescribed format and obtain approval of his / her Unit as per financial table of authority.
2. After approval of the respective Unit, requestor will send the PR to Accounts for budget clearance.
3. After budget clearance by Accounts PR will be forwarded to Procurement Committee if the value of item to be purchased is above Tk.20,000. The committee will put a reference number on the PR for tracking. Below Tk. 20,000 can be done without involvement of Procurement Committee and can be purchased without quotation.

### 12.9.2 Main Features of Sealed Bidding Method

Following are the main features of sealed Bidding Method:

1. When the value of requested item exceeds Tk. 30,000 (Thirty thousand) then the item /service to be procured through "Sealed Tender".
2. All sealed quotations / tender (as applicable) will be dropped in the locked box at the NARIPOKKHO office.
3. All sealed quotations /tender shall be opened in front of majority members of the Purchase Committee.
4. Before collection of quotation, purchase committee will ensure that whether the items requested are available in stock. In this connection store keeper will assist purchase committee by providing information on the present stock level.
5. Mode of payment mentioned should be discussed and agreed during negotiation with supplier.

### 12.9.3 Comparative Analysis and Selection

1. Admin will prepare the Comparative statement of quotations on behalf of purchase committee for analysis of quotations.
2. If the specifications mentioned in the items offered by bidder(s) do not match with the specifications mentioned, then that quotation will be rejected.
3. If the Purchase Committee accepts the quotations and approve the offer, Deputy Director (Accounts and Administration) shall issue the formal procurement/work order.
4. A seal should be used to mark on the comparative statement besides the name of lowest bidder as "Lowest/selected"
5. If, however the quotations are cancelled, the Committee will arrange for re-tender.

  
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#### 12.9.4 Price Benchmarking for Value for Money (VFM)

In order to establish VFM (Value for Money), Naripokkho Accounts Section should practice the Price Benchmarking system. Price Benchmarking is the practice whereby market analysis, cost estimating tools, affordable cost targeting, and design / manufacturing analysis are used to establish a fair market price for the important procurement events.

It is a tool undertaken at the start of a Procurement or project to determine a “fair price” and to indicate the potential monetary expense that can help improve the cost estimate.

However, Price Benchmarking doesn't just take place at the start of a Procurement exercise. It may also be a structured method used to evaluate both inflation and dynamic cost shifts that have occurred within the market since the Procurement commenced. Many factors can affect market pricing, some of these are listed below.


- Market demand
- Manufacturing capacity
- Introduction of new or advanced manufacturing technology
- Additional entrants to the market
- Natural events, e.g., earthquakes, hurricanes, and pandemics
- Market closures or export bans
- Introduction of new legislation or industry standards

Considerations for benchmarking are:

- All works, Goods, and Non-consultant Services should be of a comparable nature
- Data should be Up-to-date
- Specifications should be clear and comparable in nature
- As much as possible, Product/Services should have standards/certifications from third party
- If possible, all product models should be of similar qualification
- Usability of Works, Goods, and Non-consulting Services should be ensured
- Any discount related information should be analyzed

#### 12.9.5 Contracting Method:

1. After selection of vendor purchase committee will initiate a contract of purchase through issuing a Work Order (Format Attached in **Annexure 13.22 Work Order**) for procurement of goods. In case of procurement of service, a service contract will be made if applicable.
2. Purchase Order is required for purchase exceeding Tk. 10,000.
3. The Purchase Order/Service Contract will contain the following basic components as applicable:
  - Purchase Order Number, Date of Order, Quotation Number, Name of Supplier/Contractor/Service Provider, Delivery Location, Duration of Contract. Complete description of goods including brand name, model name, country of make etc.

  
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- Name of the ordering Unit/project;
  - Vendor(s) contract number and specific order number (if any) on all invoices.
  - Provision for termination of Contract
  - Precise standards of quality desired.
  - Payment conditions
  - Delivery schedule with clear mention of desired delivery points, dates and time.
  - Name and signature of the Contractor or authorized representative;
  - A clause for imposing penalty for non-performance should, where applicable, be incorporated on the Purchase Order to make sure that the vendor fulfils all the contract terms.
  - **Forfeiture of earnest money is a normal practice in our country to penalize vendors due to nonfulfillment of contract terms. (where applicable)**
  - The work order should have a clear mention of the fact that statutory income tax and value added tax (VAT) would be deducted at source where applicable. (for details see respective chapter). Terms and conditions for service delivery may be annexed to the purchase order in the prescribed format given in **Annexure 13.27.**
- i. The above contents of the purchase order must be decided by the procurement committee meeting.
- ii. Work orders must be prepared in three copies to be distributed as under:
- Copy 1 to Vendor
  - Copy 2 Accounts Unit
  - Copy 3 to File in procurement Dept.:
- iii. The Contract of Purchase should be issued according to a numerical sequence or reference numbers, which are ideally pre-printed on work order forms.

### 12.9.6 Work Order Changes

- i. Changes on purchases should be documented in writing. For written change orders, PR should be established in the same manner as the original request. A description of the changes should be written into the body of new PR.
- ii. Cancellation of orders in part or their entirety must be in writing. NARIPOKKHO may decide to assume costs already incurred by the supplier if, for example, production has already begun of a custom-made part or product or if the supplier has made partial delivery to NARIPOKKHO office.

### 12.9.7 Goods Receiving (Delivery Challan)

- i. Upon delivery of requested item (s) by the vendor, the concerned unit or person assigned by Admin along with the requestor will receive (subject to final verification) the merchandise and verify the item (s) in terms of quality, quantity and specification as specified in the Work Order.

  
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 সভানেত্রী, নারীপক্ষ



ii. Being satisfied, the store keeper / responsible person will sign on the delivery challan or other acknowledgement receipt submitted by the vendor as proof of having received the item(s) as per specification, quality and quantity.

iii. If the requestor fails to reject the requested item(s) as received subject to final verification within 5 (five) working days from the date of being notified, the item(s) will be deemed to have been accepted and accordingly payment will be settled with the vendor. iv. The store keeper/assigned individual then will prepare a Receiving Report (see annexure 13.25 Material Received Note) in triplicate and distribute them as under:

- Copy 1 to Procurement Committee File
- Copy 2 to Accounts Unit to make payment
- Copy 3 to be retained at store

### 12.9.8 Payment Procedure

The accounts unit receives the following documents:

From Purchasing: PR and Work Order

From Store: Receiving Report /Material Received Note (MRN)

From Supplier: Invoice/Bill

The accountant will perform the following check prior to processing a request for payment:

- a) Whether the Invoice/Bill has been submitted by the same entity (company or vendor) that supplied the materials or services to / NARIPOKKHO.
- b) If a delivery challan (supplied by the vendor) signed by the Store in charge as acknowledgement of the materials received is attached to the Invoice/Bill while approving them for payment.
- c) In case of services, a certification is received by the concerned user of the respective Unit to the effect that the services have been received as per service Work Order/Service Contract.
- d) To verify that other documents as required per procurement policies and procedures are in order.
- e) All payment above Tk. 10,000 should be made through account payee cheque and in case of exception a prior written approval/instruction from the President should be obtained. Below taka 10,000 can be made in cash through raising I.O.U for small purchase but it is preferred to pay by cheque.
- f) NARIPOKKHO will pay the bill within 7-10 working days upon satisfactory supply of goods and services.

  
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g) Part / full payment in advance for procurement of goods and services will be allowed only with prior written approval from the President

h) Accounts will proceed for settlement of advance once if all the papers are found in order.

### 12.9.9 Documentation

Naripokkho will maintain different documents at various stages of the procurement. They are as under:

	Procurement Committee		Accounts Unit
1	PR, Purchase requisition,	1	PR, Purchase requisition,
2	Copies of correspondence with suppliers	2	Copies of correspondence with suppliers
3	Bid Comparative Statement	3	Proforma invoices
4	Price Benchmarking Report for Value for Money (VFM)	4	Price Benchmarking Report for Value for Money (VFM)
5	Work order	5	Bid Comparative Statement
6	Expedition documents from supplier	6	Purchase order
7	Customs clearance documentation (if applicable)	7	Expedition documents from supplier
8	Challan from supplier	8	Customs clearance documentation (if applicable)
9	Receiving Report	9	Challan from supplier
10	Other correspondence related to the order	10	Receiving Report
		11	Invoice from supplier
		12	Other correspondence related to the order

In addition to the above Receiving Unit will chronologically file all the delivery challans received in the "delivery challan file" and receiving report in the "receiving report file" for independent verification as and when required.

Procurement Committee should maintain above documents for future reference with regard to performance evaluation of supplier.

Accounts should maintain the above documents to support the payment and verification of documents during audit process.

### 12.9.10 Vendor Enlistment Process:

Vendor for supply of goods and services will be enlisted followed by the procedure described in Annexure- 13.19

স্বাক্ষরিত  
স্বাক্ষরিত  
স্বাক্ষরিত

স্বাক্ষরিত  
গীতা দাস  
সভানেত্রী, নারীপক্ষ

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6	Expedition documents from supplier	6	Purchase order
7	Customs clearance documentation (if applicable)	7	Expedition documents from supplier
8	Challan from supplier	8	Customs clearance documentation (if applicable)
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স্বাক্ষরিত  
সময় তারিখ  
কলকাতা, কলকাতা

স্বাক্ষরিত  
গীতা দাস  
সভানেত্রী, নারীপক্ষ

ii. Being satisfied, the store keeper / responsible person will sign on the delivery challan or other acknowledgement receipt submitted by the vendor as proof of having received the item(s) as per specification, quality and quantity.

iii. If the requestor fails to reject the requested item(s) as received subject to final verification within 5 (five) working days from the date of being notified, the item(s) will be deemed to have been accepted and accordingly payment will be settled with the vendor. iv. The store keeper/assigned individual then will prepare a Receiving Report (see annexure 13.25 Material Received Note) in triplicate and distribute them as under:

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- d) To verify that other documents as required per procurement policies and procedures are in order.
- e) All payment above Tk. 10,000 should be made through account payee cheque and in case of exception a prior written approval/instruction from the President should be obtained. Below taka 10,000 can be made in cash through raising I.O.U for small purchase but it is preferred to pay by cheque.
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স্বাক্ষর  
সদস্য  
সভানেত্রী, নারীপক্ষ

স্বাক্ষর  
গীতা দাস  
সভানেত্রী, নারীপক্ষ

**12.10 Group of Lot for purchasing**

Vendors shall be enlisted in groups each representing different item(s). A list of suggested groups is mentioned in **Annexure - 13.20 Groups Representing Category of Vendors**

**12.11 Disciplinary Actions:**

If it is proved that any member of the Purchase Committee or any person involved in the procurement is taking any undue advantage in kind or cash or in any other form from the vendors/suppliers/service providers or their affiliates/representative, a disciplinary action will be taken as per Service Rule.

If any vendor attempts to provide such advantage, the Committee or the President will cancel the enlistment of the vendor/supplier/service provider immediately. The event shall have to be recorded in minute's book for further reference.

**12.12 Performance Evaluation of Enlisted Suppliers/Service Providers**

Procurement Committee will evaluate the performance of supplier annually on the basis documents maintained and take following actions through formal meeting of purchase committee.

- i) Discard those who have failed to adequately participate in the bidding process during the review period;
- ii) Dispose those who failed to comply with the contract and specification as mentioned by the /NARIPOKKHO Purchase Committee; iii) Enlist the new vendors who have applied for enlistment during the period after proper scrutiny and physical verification.
- iv) Cancel enlistment of any vendor/supplier/service provider against whom serious complaints of non-compliance with the business ethics and attempting to involve the staff in unfair trade have been received and proved.
- v) Conduct annual/half yearly survey of prices of the routine office supplies to ensure that the office is purchasing those at competitive price. vi) Procurement Committee will review the list of enlisted suppliers in every two years and take initiatives for new enlistment if required.

**12.13 Management of Purchase: Market Survey Committee**

The Convener of procurement committee may constitute a Market Survey Committee in combination of persons from each of the following categories:

- I. Unit Manager
- II. Accountant
- III. IT Assistant.
- IV. Sr. Administrative Assistant or
- V. Any responsible official nominated by respective unit head/ project head for which the purchase will be made.

If any member remains absent for a longer period, the Purchase Committee can co-opt any other staff member temporarily.

**12.14 Duration of Purchase Committee:**

  
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 সভানেত্রী, নারীপক্ষ

Duration of the Committee shall be formed for two years. The Management reserves the right to amend the tenure of the Committee when they think necessary.

*[Faint signature]*  
নাম তালিকা  
সমস্যা তালিকা

*[Handwritten signature]*  
গীতা দাস  
সভানেত্রী, নারীপক্ষ

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 সভানেত্রী, নারীপক্ষ



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স্বাক্ষরিত  
সহকারী পরিচালক

*[Handwritten signature]*


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# 13 Forms / Formats

## Forms / Formats used in Accounts Management of Naripokkho

Annexure 1 : Forms / Formats used in Accounts Management of Naripokkho			
Reference in the Manual		Forms and Formats	
Chapter Number	Chapter Name	Sub-heading	Title of the Forms and Formats
5	Accounting Books and Record	13.1	Ceiling for telephone allowance
		13.2	Stock Register
8	Cash Management Policies	13.3	Cheque Issue Register
		13.4	Money receipt
		13.5	Bank Reconciliation Statement
		13.6	IOU
		13.7	IOU Register
5	Accounting Books of Records	13.8	Fixed Asset Register and Asset Movement Register
		13.9	Staff Advances Register
		13.10	Programme Advance Request Form
		13.11	Advance Adjustment Form
		13.12	Travel Authorization Request Form
		13.13	Travel and Food Bill
		13.14	Quarterly / Half Yearly Financial Report
4	Maintenance of Accounts	13.15	Financial Delegation of Authority
		13.16	Payment Voucher
		13.17	Journal Voucher
		13.18	Major segregation of duties
12	Procurement Policy	13.19	Vendor Enlistment Procedure
		13.20	Groups Representing Category of Vendors
		13.21	Naripokkho Procurement Committee
		13.22	Work Order
		13.23	Comparative Statement of Bidders
		13.24	Terms of Reference for Service Delivery
		13.25	Material Received Note
		13.26	Scope of Tender Specification
		13.27	Terms and Condition for Bidding
		13.28	Schedule of Earnest Money
		13.29	Tender Notice
		13.30	Purchase Requisition (PR)

To apply the abovementioned policies and stands, some forms and format might be required, and accordingly below mentioned format shall be used in applying the relevant polices and standards.

  
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## 13.1 Ceiling for Telephone Allowance

নারীপক্ষ	NARIPOKKHO
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## Ceiling for Telephone Allowance

Grade	Monthly Ceiling
Admin, Accountant and Project staff	According to approval
Asst. Manager	According to approval
Deputy Director, Accounts	According to approval
Project Director	According to approval
Coordinator	According to approval
President	According to approval

নারীপক্ষ  
সভাপতি  
সংসদ, চিন্তাভাবনা

  
গীতা দাস  
সভানেত্রী, নারীপক্ষ

## 13.2 Stock Register (Soft Copy)

নারীপক্ষ	NARIPOKKHO
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Stock Register

Month				Year				Page No:	
Name of the Item									
Date	RF	Quantity receipts	Total Quantity	Quantity issued	Balance	Requisition Number	To whom	Purpose	Remark
1	2	3	4	5	6	7	8	9	10

স্বাক্ষরিত  
সদস্য  
সভানেত্রী

স্বাক্ষরিত  
গীতা দাস  
সভানেত্রী, নারীপক্ষ



13.4 Money Receipt

নারীপক্ষ NARIPOKKHO

Nilu Square, House-75, 5/A Satmasjid Road, Dhaka 1209

MR NO..... Date.....

Received with Thanks from .....

Amount of .....

By Cash /Cheque  No.....Bank.....Date.....

For the purpose of .....Contract No.....

BDT

.....  
Received By

.....  
Authorized Signature

নারীপক্ষ  
সভা তালিকা  
সংগঠিত, ঢাকা

*গীতা দাস*  
গীতা দাস  
সভানেত্রী, নারীপক্ষ

## 13.5 Bank Reconciliation Statement

নারীপক্ষ | NARIPOKKHO

**BANK RECONCILIATION STATEMENT**

Bank Name


Month


Account No

Date

Particulars				Taka Amount	Taka Amount
Balance as per bank statement/confirmation					
1. Add: Cheques deposited but not credited by bank					
	Date	Particulars	Cheque No.		
2.					
Total					
3 Add: Bank charges & commissions debited in Bank Statement but not entered in cash book.					
	Date	Particulars	Cheque No.		
5.					
Total Less:					
Cheques issued but not presented in bank for payment					
	Date	Particulars	Cheque No.		
Total					
Less: Bank interest credited in Bank book but not entered in cash book.					
	Date	Particulars	Cheque No.		
Total					
<b>Balance as per Cash Book</b>					

Signature

Prepared by:

Name:

Date

Signature

Checked by:

Name:

Date

Signature

Approved by:

Name:

Date

*গীতা দাস*  
গীতা দাস

সভানেত্রী, নারীপক্ষ

NB: Copy of Bank statements should be attached as true evidence against bank balance confirmation.

### 13.6 IOU

নারীপক্ষ NARIPOKKHO	নারীপক্ষ NARIPOKKHO
<b>IOU</b>	<b>IOU</b>
Serial No- _____	Serial No- _____
Receiving Date..... _____	Receiving Date.... _____
Working Place:..... _____	Payment Date..... _____
Taka (sum):..... _____	Taka (in words):..... _____
.....	
I Mr. .... receiving	Taka (sum):.....
the	
Above money for the purpose of .....	
I will repay/adjust the amount within.....days.	Taka (in words):.....
Receiver Signature: .....	
Name: .....	Adjustment Date: _____
Designation: .....	
_____	_____
<b>Paid by</b>	<b>Approved by</b>
	_____
	<b>Assistant Accountant</b>

নারীপক্ষ  
সহকারী  
সহকারী, চিন্তাভাবনা

গীতা দাস  
সভানেত্রী, নারীপক্ষ











## 13.10 Programme Advance Request Form

নারীপক্ষ	NARIPOKKHO
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## Advance Requisition Form

Name Designation Project Name

Travel Place

Travel Duration

Objective of Field Visit

Sl	Particulars	Total Days	Daily Rate	Worker (Number)	Total Taka	Comments
1.	Potential Expenses of Worker & Coordinator					
2.	Conveyance					
3.	Accommodation Allowance of Project Worker					
4.	Food allowance of project Worker					
	Total					
5.	Expenses of Conference ,Workshop and Training					

1. Signature of Worker &amp; Date

2. Recommended by &amp; Date

3. Approved by &amp; Date

3. Verified by & Date  
Date

4. Signature of Manger( Accounts &amp; Finance)&amp; Date

6. Signature of Receiver &amp;

Comment ( if have ).....

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সভানেত্রী, নারীপক্ষ

## 13.11 Advance Adjustment Form :

নারীপক্ষ	NARIPOKKHO
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## Advance Adjustment Form

Name \_\_\_\_\_ Designation \_\_\_\_\_ Project Name \_\_\_\_\_

Travel Place.....

Travel Duration.....

Date & Time of Departure .....

Objective of Field Visit.....

Particulars	Total Days	Actual Budget	Worker/ Participants	Actual Expenses	Unspent Money	Budget Line	Comments
Expenses of Worker & Coordinator							
Conveyance (From/To Dhaka)							
Accommodation Expenses of Project Worker							
Food Expenses of project Worker							
Total							
Expenses of Conference ,Workshop and Training							

Signature of the Worker	Verified by	Recommended by	Approved by	Signature of Deputy Director, Accounts
Date	Date	Date	Date	Date

নারীপক্ষ  
সহকারী  
সহকারী, হিসাব

গীতা দাস  
সভানেত্রী, নারীপক্ষ

## 13.12 Travel Authorization Request Form

নারীপক্ষ	NARIPOKKHO
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## Travel Authorization Request Form

Date.....


Name.....Designation.....Department.....

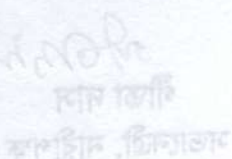
Project.....Place.....For the Purpose of.....

Trip Duration .....Days .From.....To.....

.....  
Prepared by.....  
Recommended by.....  
Approved by

Reasons in case of change .....

  
 গীতা দাস  
 সভানেত্রী, নারীপক্ষ

  
 নারীপক্ষ  
 সভানেত্রী, নারীপক্ষ

## 13.13 Travel and Food Bill

নারীপক্ষ

NARIPOKKHO

## (Travel and Food Bill)

Name :

Date :

Designation :

Account Code:


Date	Departure		Arrival		Details of travel	Mode of Travel	Amount (Tk.)
	Time	Place	Time	Place			
<b>Total Tk.:</b>							
<b>Per-Diem Allowance :</b>							
From:-- To :							
Full Days: <input type="text"/> : <input type="text"/>							
Total Travel Days: <input type="text"/> Rate (Tk.): <input type="text"/>							
<b>Total Per-Diem Tk.</b>							
Other Expenses Tk.							
(i) Hotel Rent							
Full Days: Rate <input type="text"/> (Per day) <input type="text"/>							
(Tk.): <input type="text"/>							
Ferry charge :							
(ii) Toll Charges : Total Other Expenses Tk.							
(iii) Local Conveyance Local							
<b>Grand Total Tk.</b>							
In words:							

Purpose of Travel :

Signature of Employee

Checked By

Approved By

  
 গীতা দাস  
 সভানেত্রী, নারীপক্ষ



## 13.13 Travel and Food Bill

নারীপক্ষ

NARIPOKKHO

## (Travel and Food Bill)

Name :

Date :

Designation :

Account Code:

Date	Departure		Arrival		Details of travel	Mode of Travel	Amount (Tk.)
	Time	Place	Time	Place			
<b>Total Tk.:</b>							
<b>Per-Diem Allowance :</b>							
From:-- To :							
Full Days: <input type="text"/> : <input type="text"/>							
Total Travel Days: <input type="text"/> Rate (Tk.): <input type="text"/>							
<b>Total Per-Diem Tk.</b>							
Other Expenses Tk.							
(i) Hotel Rent							
Full Days: Rate (Tk.): <input type="text"/> (Per day) <input type="text"/>							
Ferry charge :							
(ii) Toll Charges :							
(iii) Local Conveyance Local <input type="text"/> Total Other Expenses Tk. <input type="text"/>							
<b>Grand Total Tk.</b>							
In words:							

Purpose of Travel :

Signature of Employee

Checked By

Approved By

নারীপক্ষ  
সভানেত্রী  
সংস্করণ, ফিন্যান্স

গীতা দাস  
সভানেত্রী, নারীপক্ষ

## 13.14 Quarterly / Half Yearly Financial Report


নারীপক্ষ	NARIPOKKHO
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## Financial Report

Period:

Sl. No	Head of Expenditure	Budget	Actual Expenditure			Budget Variance	% of actual expenditure	Remarks
			Expenditure upto previous quarter	Current quarter Expenditure	Total expenditure			
	<b>Grand Total</b>							

Prepared by:	Reviewed by:	Approved by:
Designation	Designation	Designation
Date	Date	Date

  
 গীতা দাস  
 সভানেত্রী, নারীপক্ষ

### 13.15 Delegation of Financial Authority

নারীপক্ষ	NARIPOKKHO
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Delegation of Financial Authority					
	Heads of Expenditure	Projects of Naripokkho		Nripokkho Executive Committee	
		Director	Coordinator	President	E.C
A	<b>Programme related cost/estimate (Requisition / Bill / Voucher) :</b> Traveling & Transportation, Training/meeting/workshop/Seminar, conference cost, Legal Aid, Medical support, Publication, Lawyer fees, communication.	100,000 TK	150,000 TK	Greater than Tk. 150,001 to any amount	-
B	<b>Capital item cost/ estimate</b> Details: Purchase of books, Equipment, Furniture & Fixture, Vehicle, Motorcycle, Bicycle, Land.	100,000 TK	150000 TK	From TK. 150,001 to Tk. 5,00,000	
C	<b>Office Management Cost / estimate</b> Details: Printing & Stationery, Audit fee, Utilities, Rent, Repair & Maintenance, Refreshment, Utensil, Vehicle management, Telephone, Fax, Email, Modem.	100,000 TK	150000 TK	Greater than TK.150,001 to any amount	-
D	<b>Deed/Agreement/Contract/MOU</b> Details: House rent, Consultant fees, Trainer/facilitator fees.	-		Any amount President	
E	<b>Appointment of Audit Firm and Fixation of Audit Fees</b>	-		General Members-	Any amount
F	<b>Comparative Statement</b>	Purchase Committee for any amount. if lowest bidder is not selected then purchase committee can approve the exception			
G	<b>Purchase Order</b>	Deputy Director, Accounts and Administration will issue Purchase Order on behalf of Purchase Committee for any amount after obtaining approval from the committee			
I	<b>I.O.U</b>	Approved by Project Directors/Coordinators			

গীতা দাস  
সভানেত্রী, নারীপক্ষ

13.16 Payment Voucher

Accounts codes	Particulars	Debit (Taka)	Credit (Taka)
	Total		

নারীপক্ষ | NARIPOKKHO

**Payment Voucher**  
Cash/Bank

Naripokkho

Project

Project Name:

Region:

Voucher No.

Date:   
(Day/Month/Year)

In word: \_\_\_\_\_

Narration: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared  
by

Checked  
by

Approved by

*নারীপক্ষ*  
*সহকারী*  
*অফিসার, নারীপক্ষ*

*গীতা দাস*  
গীতা দাস  
সভানেত্রী, নারীপক্ষ

13.17 Journal Voucher

নারীপক্ষ NARIPOKKHO

Journal Voucher

Cash/Bank

Naripokkho  Project

Project Name:

Region:

Voucher No.

Date:   
(Day/Month/Year)

Accounts codes	Particulars	Debit (Taka)	Credit (Taka)
Total			

In word:

Narration

: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Prepared by

Checked by

Approved by

নারীপক্ষ  
সভানেত্রী  
কম্পিউটার বিভাগ

*গীতা দাস*  
গীতা দাস  
সভানেত্রী, নারীপক্ষ

13.18 Major segregation of duties of concerned personnel for maintaining Accounts (As per Organogram)

নারীপক্ষ NARIPOKKHO

Major segregation of duties of concerned personnel for maintaining Accounts (As per organogram)

Major Responsibilities	Executive Committee		Project Personnel			Accounts Department	
	President	Treasurer	Director	Coordinator	Project Accounts Officers	Deputy Director (Account)	Officers of Accounts Section
Cash receive and payment					√	√	
Cash voucher preparation					√		√
I.O.U Approval			√	√			
I.O.U Register Maintenance					√		√
I.O.U register checking					√		
Bill / Cash voucher checking						√	√
Cash book checking					√	√	√
Cash voucher approval	√	√	√	√			√
Posting of cash voucher					√		√
Bank receipt					√		√
Money receipt					√	√	√
Bank payment cheque preparation					√		√
Bank voucher preparation					√		√
Bill/Bank voucher checking							√
Bank voucher approval							√
Bank voucher posting					√		√
Journal voucher preparation					√		√
Journal voucher checking							√
Journal voucher approval			√	√			√

গীতা দাস  
সভানেত্রী, নারীপক্ষ


Journal voucher posting					√	√	√
Advance approval	√		√	√			√
Bank reconciliation preparation						√	√
Bank reconciliation review		√	√	√			√
Accounts preparation						√	√
Accounts review							√
Accounts approval	√	√	√	√			√
Ensuring submission of Accounts with necessary documents to NGOAB			√	√			√
Ensuring submission of Accounts to Donor			√	√			√
Ensuring necessary approval of NGOAB			√	√			√
Ensuring necessary revised approval of Donor		√	√	√			√
Ensuring necessary revised approval of NGO AB	√	√	√	√			√
Correspondence with donor about financial matters	√	√	√	√			√
Ensuring tax assessment			√	√			√
Budget Preparation			√	√	√	√	√
Budget review	√	√	√	√	√	√	√
Budget variance approval upto 10%	√						√
Budget variance report	√	√	√	√	√	√	√
Approval of reimbursement of PNGO expenses	√						√
Payroll preparation				√	√	√	√
Payroll review					√	√	√
Payroll Payment approval	√						√

স্বাক্ষরিত  
স্বাক্ষরিত  
স্বাক্ষরিত

স্বাক্ষরিত  
গীতা দাস  
সভানেত্রী নারীপঞ্চ

Approval of chart of Accounts							✓
Approval of access right in software						✓	✓
Security of financial data					✓	✓	✓
Audit and Management report comments/ feedback/ response	✓						✓

  
গীতা দাস  
সভানেত্রী, নারীপক্ষ

  
স্বাক্ষরিত  
স্বাক্ষরিত  
স্বাক্ষরিত



### 13.19 NARIPOKKHO Vendor Enlistment Procedure

নারীপক্ষ

NARIPOKKHO

#### Vendor Enlistment Procedure

In order to build a list of reliable and established local vendors, the procurement committee shall arrange for such enlistment in the following manner:

- i) Circulate as regular practice of invitation for application from interested vendors to enlist with Naripokkho.
- ii) Upon receipt of applications from interested vendors, all applications shall be scrutinized keeping in view the following criteria:
  - Tax Identification Number Certificate.
  - Valid trade license and Value Added Tax Registration (if applicable).
  - Experience (In terms of number of years and/or track record) of the firm in business for the Group of items for which enlistment is solicited.
  - Current Bank solvency certificate.
  - Membership certificate from any chamber/business association (if applicable).
  - Reference of three major buyers as reference of business performance.
  - Dealership/distributorship certificate.
  - Must have an independent business office with own Land Telephone preferably.
  - Preference may be given to known sources of vendors (i. e. the vendors who are in business transaction with /Naripokkho).
  - No firms will be enlisted for more than two groups
  - A total of 5-12 vendors may be selected under each group.
  - Vendors will be finally selected through observing their business performance. Hence, in the 1st stage, selection will be provisional and on test basis.
  - Dhaka based vendors will be given preference.
  - Following scrutiny of the applications, all selected vendors shall be notified by Procurement Committee and invite them to sign an agreement with Naripokkho detailing period of enlistment and other terms and conditions.
  - A copy of Final list of enlisted vendors shall be sent to Accounts for opening vendor master in the software.
  - Any concern if vendor's organizational involvement with Anti Money Laundering Act may be taken into account.

  
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সভানেত্রী, নারীপক্ষ

## 13.20 Groups Representing Category of Vendors

নারীপক্ষ	NARIPOKKHO
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Groups Representing Category of Vendors	
Groups	Category of Vendors
Group-A	Office Stationeries, Toiletries & other consumable.
Group-B	Groceries item
Group-C	Computer (Desktop, Laptop, etc.) & Accessories, Printer, Toner and Accessories, UPS, Photocopy Machine, Photocopy Toner and Accessories , Projector
Group-D	Office furniture
Group-E	Printing and Publication works and Various Books/ reports Binding
Group-F	Documentary & Photography
Group-G	Vehicle Management ( Tire, tube, battery, Vehicle Associations)
Group-H	Rent -A- Car: Transport Provider (Minibus, Microbus, Car, Pick-up), On Monthly, daily, hourly basis and others
Group-I	Travel agent for Air Tickets (International Domestic) with Visa Processing and Related Services
Group -J	Meeting Venue Accommodation, Venue for training including Conference Equipment and Accommodation food and Restaurant
Group -K	Food and Refreshment: Supply food for different event both in NARIPOKKHO office and outside venues

নারীপক্ষ  
সহকারী  
কর্তা, হিসাব

গীতা দাস  
সভানেত্রী, নারীপক্ষ

### 13.21 Naripokkho Procurement Committee

নারীপক্ষ	NARIPOKKHO
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NARIPOKKHO's Central Purchase Committee shall be constituted by the following members.

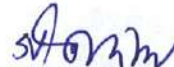
1. Three (3) members selected from bi annual general meeting of the General Council
2. One (1) will be selected from Programme/Project Coordinators/Directors

Deputy Director, Accounts will act as Secretary

Deputy Director, Accounts will be responsible for collecting quotation, prepare and maintain comparative statement and other relevant papers and files on behalf of procurement committee

#### Quorum

The quorum of the Tender and Procurement Committee meeting will be simple majority of members. At least 3 (three) members must be present, in person, in the purchase committee meeting to fill the quorum. Any other person may however be included in the purchase committee if it is felt necessary by the competent authority.

  
গীতা দাস  
সভানেত্রী, নারীপক্ষ

13.22 Work Order

নারীপক্ষ NARIPOKKHO

WORK ORDER

Work Order No.	Estimate/Quotation No.:
Date of Order:	Date:
Name of the Supplier/Contractor/Service Providers:	

Deliver to: .....  
 Time (Duration of Delivery): from ..... To ..... Total days ..... At  
 (Place of delivery): .....

Please send us following goods, which we like to purchase subject to specification, conditions and instructions on face hereof and in accordance with your contract with us, if there is one in force.

Sl. No.	Description	Qty.	Rate	Amount
Total (Tk.)				

Signature:

Sr. Deputy Director  
Admin Notes:

1. Above purchase order no. must be attached with invoices and delivery notes.
2. Send three copies of delivery notes with each consignment and every bill must have a copy of received delivery notes.
3. Material shall be delivered according to the specifications
4. Price to cover all charges unless otherwise agreed.
5. Payment of Bill will be effected after receipt of goods/services within ----- working days.
6. Tax and VAT will be deducted as per Government rules, if any.

Acknowledged by: .....Seal and Signature of Supplier

Name of the supplier/vendor/service provider .....

Address: .....

These terms and conditions are subject to modification

নারীপক্ষ  
স্বাস্থ্য  
কল্যাণ, ক্রিয়াকর্ম

গীতা দাস  
সভানেত্রী, নারীপক্ষ

Other particulars: (If necessary): .....

**13.23 Comparative Statement of Bidders**

নারীপক্ষ	NARIPOKKHO
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**Comparative Statement of the Bidders Procurement)**

Sl. No.	Name of the vendor/suppliers/Service Provider	Quantity	Estimated Cost	Price Quoted by Supplier	Deviation between Estimated Cost and Quoted price	Ranking	Remarks
---------	---	----------	----------------	--------------------------	---	---------	---------

Name of the Item: .....


Name of the Item: .....


Note for record:.....

Approval of Procurement Committee

১৯/১০/১৯  
স্বাক্ষর  
সভানেত্রী, নারীপক্ষ

*গীতা দাস*  
গীতা দাস  
সভানেত্রী, নারীপক্ষ

### 13.24 Terms of Reference for Service Delivery

নারীপক্ষ	NARIPOKKHO
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#### Terms and Reference for Service Delivery

Name of the item/product/service: .....

Name of the Vendor/Supplier/Service Provider .....

#### Terms of Reference:

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....
7. ....
8. ....
9. ....
10. ....
11. ....

On behalf of Naripokkho

Acceptance Signature and seal  
of  
the vendor/supplier/service provider

নারীপক্ষ  
সভানেত্রী  
সভানেত্রী, নারীপক্ষ

গীতা দাস  
সভানেত্রী, নারীপক্ষ

### 13.25 Material Received Note

নারীপক্ষ NARIPOKKHO

#### Material Received Note (MRN)

Sl. No. ....

Date: .....

Work Order No.

The Following Materials/Goods/items have been received from .....

..... for the Unit

Sl. No.	Description	PR No.	Qty.	Unit Cost/Rate	Amount	Stock Reg Page No.
<b>Total :</b>						

**Signature:**

Received by (Signature): ..... Date .....

Name : ..... Designation .....

Unit Name: .....

Location: .....

**Note:**

1. Voucher Copy/Accounts Copy
2. Store Copy
3. Book Copy

নারীপক্ষ  
সভানেত্রী  
কম্পিউটার, ডিপ্লোমার

গীতা দাস  
সভানেত্রী, নারীপক্ষ

### 13.26 Scope of Tender Specification

নারীপক্ষ NARIPOKKHO

#### Scope of the Tender Specification

Sl. No.	Particulars of item	Unit	Cost per unit	Total Amount

On behalf of Purchase Committee

(Please attach extra page if necessary)

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সভানেত্রী, নারীপক্ষ



### 13.27 Terms and Condition for Bidding

নারীপক্ষ NARIPOKKHO

#### Terms and Condition for Bidding (for Procurement)

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....
7. ....
8. ....
9. ....
10. ....

\_\_\_\_\_  
On behalf of Procurement Committee

\_\_\_\_\_  
On behalf of Procure

\_\_\_\_\_  
Name and Signature of the  
bidder

Date

Official Seal

নারীপক্ষ  
সভানেত্রী  
স্বাক্ষরিত, প্রিন্ট করা

  
গীতা দাস  
সভানেত্রী, নারীপক্ষ

### 13.28 Schedule of Earnest Money

নারীপক্ষ NARIPOKKHO

#### Schedule of Earnest Money (For each Bidding)

Name of the Item: .....

Sl. No.	Name of the Bidder/Supplier/Service Provider	Pay Order/DD	Amount	Remarks

On behalf of Procurement Committee

নারীপক্ষ  
সভাপতি  
কল্যাণীয়া, কল্যাণীয়া

গীতা দাস  
সভানেত্রী, নারীপক্ষ

### 13.29 Tender Notice

নারীপক্ষ	NARIPOKKHO
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#### Tender Notice

Date : .....

.....  
.....

Mr./Ms . .....

.....  
.....  
.....  
.....

#### Particulars of the item:

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....

Note: (If any)

(Please attach extra page if necessary)

On behalf of Procurement Committee

নারীপক্ষ  
সভাপতি  
কার্যালয়, চিহ্নাঙ্ক

  
গীতা দাস  
সভানেত্রী, নারীপক্ষ

### 13.30 Purchase Requisition (PR)

নারীপক্ষ NARIPOKKHO

#### Purchase Requisition (PR)

Date.....

Sl/Ref.No.....

Requested by .....

Unit Name.....

Budget Code .....

Sl. No.	Particulars of Request	Quantity	Amount Estimated	Remarks
	Total			

Date When delivery is desired.....

Performance (if any).....

Budget Provision	Budget Checking	Signature
Budget Balance		
Estimated Amount		
Remaining Budget		

Requested by .....

Name

Signature

Authorized by .....

Name

Signature

(Please attach extra page if necessary )

(Subject to notification as per program requirement )

At (Place of delivery): .....

Please send us following goods, which we like to purchase subject to specification, conditions and instructions on face hereof and in accordance with your contract with us, if there is one in force.

Sl. No.	Description	Qty.	Rate	Amount
Total (Tk.)				

Signature:

গীতা দাস  
সভানেত্রী, নারীপক্ষ

Sr. Deputy Director Admin

Notes:

7. Above purchase order no. must be attached with invoices and delivery notes.
8. Send three copies of delivery notes with each consignment and every bill must have a copy of received delivery notes.
9. Material shall be delivered according to the specifications
10. Price to cover all charges unless otherwise agreed.
11. Payment of Bill will be effected after receipt of goods/services within ----- working days.
12. Tax and VAT will be deducted as per Government rules, if any.

Acknowledged by: .....Seal and Signature of Supplier

Name of the supplier/vendor/service provider .....

Address: .....

These terms and conditions are subject to modification

নারীপক্ষ  
সহকারী  
সচিব, মন্ত্রণালয়

  
গীতা দাস  
সভানেত্রী, নারীপক্ষ

# Annexure

স্বাক্ষরিত  
স্বাক্ষরিত  
স্বাক্ষরিত

স্বাক্ষরিত  
গীতা দাস  
সভানেত্রী, নারীপক্ষ

## Annexure 2: Naripokkho's Anti-Corruption Policy

*[Faint signature]*

সদস্য  
কলকাতা, জিলাস্বাস

*[Handwritten signature]*

গীতা দাস  
সভানেত্রী, নারীপক্ষ

Updated and approved 2 April 2023

## Anti-Corruption Policy Naripokkho

### 1. Introduction

The Anti-Corruption Policy aims to support ethics of work which is characterized by a high personal and organisational integrity, both internally and in relation to partners and donors. Naripokkho is committed to prevent and fight corruption, and we will fulfil this responsibility by promoting transparency and democratic control within our own organisation and our partner organisations.

Corruption is defined as the abuse of entrusted power for private gain by the Transparency International<sup>1</sup>. Corruption can be exemplified as bribery, fraud, embezzlement and extortion.

Naripokkho will not tolerate corruption, fraud, theft, maladministration or any other dishonest activities of a similar nature. In addition, such irregular activities will be investigated and followed up by the application of all remedies available within the full extent of the law, as well as the application of appropriate prevention and detection controls.

All members and employees must abide by Naripokkho's values as well as Vision and Mission while working on Naripokkho premises, at outside locations where Naripokkho activities are being conducted, or at organization-managed events.

### 2. Principles

This policy applies to all corruption including fraud, embezzlement, theft, abuse of power, bribery gifts conflict of interest or suspected irregularities of this nature. Each of these are defined below:

- a. **Fraud** involves deceit, trickery or false pretences, by which someone gains advantages or funds unlawfully or makes a profit from insider/internal knowledge. These include but are not limited to; deliberate error in the preparation, evaluation, review, or audit of any Naripokkho financial statement; deliberate error in the recording and maintaining of Naripokkho's financial records; deviation from full and fair reporting of Naripokkho's financial condition; misrepresentation or false statement regarding Naripokkho's financial records, financial reports, or audit reports, other potential fraud (e.g. mail fraud, wire fraud, product replacement, inaccurate timekeeping practices, etc.).
- b. **Embezzlement** is misappropriation of property or funds legally entrusted to someone in their formal position as an agent or guardian.
- c. **Theft** of funds, supplies, or other assets of Naripokkho or of partner/affiliated organisations
- d. **Abuse of power** is when the professional status in Naripokkho or in a partner organisation is misused for private gain. Abuse of power includes the situation when someone gets personal favours or services done by employees or offers personal advantages.
- e. **Bribery** is defined as the act of offering someone money, services or other valuables, in order to persuade him or her to do something in return. Bribery is illegal and harms the opportunities for fair and transparent relations of cooperation and the foundation for a democratic society.

<sup>1</sup> <https://www.transparency.org/en/>

স্বাক্ষরিত  
স্বাক্ষরিত  
স্বাক্ষরিত

স্বাক্ষরিত  
গীতা দাস  
সভানেত্রী, নারীপক্ষ



Updated and approved 2 April 2023

- f. **Honoraria/gifts** offered while speaking at events that are in Naripokkho's best interests, is considered part of an employee's normal job responsibilities. Naripokkho compensates employees for most or all of their time spent preparing for, attending, and delivering presentations approved by management. For this reason, employees should not request or negotiate a fee or receive any form of compensation from the organization hosting the speech, unless the employee first receives express authorization from Naripokkho. An individual may hold a gift of nominal value given to all speakers/facilitators at a conference as per the decision of the Executive Committee (EC) meeting held on 9 January 2016.
- g. **Conflict of Interest** constitutes any inapparent conflicts of interest – real or potential – between personal interest, interest of Naripokkho, and the interest of our partners. This has been covered in detail in Naripokkho's Conflict of Interest Policy.

### 3. Scope of the Policy

This policy applies to the following:

- a. All members
- b. The Management of Naripokkho. The term Management applies to all individuals engaged in Naripokkho's decision making process including management of individual projects. This includes members/employees or committees involved in finance and administration of Naripokkho, including but not limited to:
- i) Executive Committee (EC)
  - ii) Central Coordination Committee (CCC)
  - iii) Purchase Committee
  - iv) Management Committee
  - v) Project Coordinators and Project Directors
- c. Consultants, partner organisations, suppliers, contractors and other providers of goods or services to the Naripokkho:

It is the responsibility of all the above to report all incidents of corruption, undue privilege, fraud, theft, maladministration and false claims. All Managers/Coordinators are responsible for the detection, prevention and investigation of all corruption, undue privileges, fraud, theft, maladministration and false claims.

### 4. Reporting Mechanism

Naripokkho employees, members or volunteers or partners must report any information relating to potential corruption, undue privilege, act of fraud, theft, maladministration and false claims.

The government requires that Naripokkho disclose evidence of certain violations. To comply with this obligation, members and employees must report as provided below:

- a. Any potential corruption as outlined in section 2 must be reported to the President of Naripokkho directly. The President will refer the complaint to the CCC for investigation and appropriate action.
- b. In case of allegation against the President or any EC member, the complaint should go to any other member of the EC.

The report /complaint will be either written or verbal and submitted through post, e-mail, or telephone and cannot be anonymous.

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Updated and approved 2 April 2023

Early reporting of potential issues allows Naripokkho to investigate the issue appropriately and in a timely manner. Reports on potential violations must be submitted within seven working days of discovery. Under these requirements, the failure to report can potentially result in disciplinary action against the individual.

Submission of complaints by individuals or organizations outside Naripokkho will follow the same procedures detailed in this section.

#### 5. Protection of Whistle Blowers

The identity of a member or an employee/official or partner who reports suspected dishonest activity or any such activity that s/he has witnessed, will be protected.

Allegations made by members /employees/any associates which are false and made with malintent will be considered as a violation of this Policy. When such false allegations are discovered, the person who made the allegations will be subjected to organizational disciplinary action. There will be no reprisal by Management against a member or an employee who in good faith reported a violation or suspected violation.

#### 6. Violation of Compliance with Policy

Any person(s) found to have committed corruption as defined in this Policy will be subject to immediate disciplinary action(s), up to and including the termination of employment, membership or working relationship with Naripokkho. The information and findings will also be recorded in employment and/or contractual files (in case of employee). For members action will be taken according to Naripokkho's Constitution Section 8.

#### 7. Other Work Outside Naripokkho

Naripokkho employees must receive written permission from the respective management team before beginning any employment, business, or consulting relationship with another organization/institution while also employed at Naripokkho.

A member or an employee must obtain approval from respective Management prior to accepting to represent Naripokkho in external committees and bodies.

#### 8. Authority

The President of Naripokkho is responsible for maintaining and updating this policy using appropriate mechanism as per organizational structure.

#### 9. Publicity of the Policy

Naripokkho's Anti Corruption Policy will be made available to all through its organizational website.

#### 10. Contact information

President Naripokkho  
Address: Nila Sadar, 3<sup>rd</sup> Floor, House 75, Rd 5A, Satmasjid Rd, Dhanmondi, Dhaka, 1209  
Tel: 880 2 8119917 or 8153967, 01819240068  
E-mail: naripokkho@gmail.com

স্বাক্ষরিত  
মান্য  
সচিব, কারিগর

স্বাক্ষরিত  
গীতা দাস  
সভানেত্রী, নারীপক্ষ

**Annexure 3: Naripokkho's Anti- Money Laundering Policy**

# Money Laundering Prevention Policy

**Naripokkho**

**January 2021**

*[Faint signature]*  
সভাপতি  
কার্জন, ফিন্যান্স

*[Handwritten signature]*  
গীতা দাস  
সভানেত্রী, নারীপক্ষ

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সহকারী  
সিনিয়র অফিসার

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সভানেত্রী, নারীপক্ষ

## 1. Background:

Money laundering destroys the economy and threatens social security. It has social and political importance, as laundered money can be used to corrupt national institutions. It encourages internal criminal activity as the laundered money goes unaccounted for. In response to growing concerns about money laundering, the Government of Bangladesh is taking several priority actions.

Naripokkho is quite strict about collecting and diverting funds or any other illegal activities. As a development partner of the government, Naripokkho fully supports the collective efforts of the government to prevent money laundering and effective internal controls and practices of the government reduce the risk of money laundering. Naripokkho has therefore adopted policies to prevent money laundering.

## 2. Aim:

This policy will contribute to the smooth running of the overall activities of Naripokkho. Following these principles will reduce the risk of violating money laundering laws.

## 3. Scope:

This policy is compulsory for all members, staff, affiliates, volunteers, advisors, vendors, and service staff of Naripokkho. All those who work for Naripokkho - paid or unpaid, full-time or part-time - will be covered under this policy.

## 4. Opportunity:

This policy applies to all employees of the organization to prevent crimes such as money laundering. It is important that all employees of Naripokkho are familiar with this policy. If an employee is found guilty of any crime related to this, the person responsible for the prevention of money laundering will investigate it.

If any employee of Naripokkho fails to follow the procedure laid down in this policy, action will be taken against them. Action will also be taken as per the discipline and policy of Naripokkho. This policy has been enacted according to the Money Laundering Prevention Act, 2012 by the Government of Bangladesh and the Circular issued on 22 September 2013 by the Bangladesh Financial Intelligence Unit (BFIU).

## 5. Definition of Money Laundering:

The basic concept of money laundering is that it is a process through which money made from illegal activities is made legal. It is a process of concealing the source of illegal/unethical money and transforming the illegal money with an apparent legal source.

This definition of money laundering is given in the Money Laundering Prevention Act, 2012 by the Government of Bangladesh.

### 'Money Laundering' means,

- a) knowingly moving, converting, or transferring proceeds of crime or property involved in an offence for the following purposes:
  - (i) concealing or disguising the illicit nature, source, location, ownership or control of the proceeds of crime; or

  
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- (ii) assisting any person involved in the commission of the predicate offence to evade the legal consequences of such offence;
- b) smuggling money or property earned through legal or illegal means to a foreign country;
- c) knowingly transferring or remitting the proceeds of crime to a foreign country or remitting or bringing them into Bangladesh from a foreign country with the intention of hiding or disguising its illegal source; or
- d) concluding or attempting to conclude financial transactions in such a manner so as to reporting requirement under this Act may be avoided;
- e) converting or moving or transferring property with the intention to instigate or assist for committing a predicate offence;
- f) acquiring, possessing or using any property, knowing that such property is the proceeds of a predicate offence;
- g) performing such activities so as to the illegal source of the proceeds of crime may be concealed or disguised;
- h) participating in, associating with, conspiring, attempting, abetting, instigate or counsel to commit any offences mentioned above;

#### 6. Naripokkho's Policy:

To prevent money laundering, the Government of Bangladesh has legislated the Money Laundering Prevention Act, 2012. Naripokkho shall appoint a responsible person to implement this policy; he/she will work with the Bangladesh Intelligent Unit (BFIU) as the contact person for the Naripokkho. He/she will be also responsible to the organization's Administrative Manager – Accounts. He/She will provide information to the Bangladesh Financial Intelligence Unit (BFIU) for communication. The person responsible for the implementation of this policy will arrange quarterly meetings to determine strategies and activities related to the prevention of money laundering. He/She shall properly preserve the minutes and documents of the meeting.

#### 7. Report:

Under this policy, it is the primary responsibility of any staff and member to inform the person responsible for implementing this policy in the given format (Annex – B) as soon as there is any suspicion or concern of money laundering or it is confirmed that there is a possibility of it being committed by any person or organization dealing with Naripokkho.

#### 8. Risk Management:

Naripokkho shall take appropriate steps to identify, assess, and understand risks for its stakeholders/direct beneficiaries (individuals or organisations), countries, or geographic regions, and products, services, transactions, or distribution channels. Naripokkho shall take appropriate steps to reduce the risk based on the risk assessment.

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কম্পিউটার হিটমার্ক

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গীতা দাস  
সভানেত্রী নারীপক্ষ

## 9. Storage of Information and Documents:

- a) Naripokkho shall retain the information of the direct beneficiaries for five (5) years. Naripokkho shall retain information of affiliate organisations for at least five (5) years from the date of completion of the agreement.
- b) Naripokkho shall preserve detailed information on its aims, objectives, and activities. This information will be accessible to all.
- c) Naripokkho shall collect and store accurate and complete information of persons who control or manage the activities of the organization. Here the complete identification information should include information about the person, photo, parents' name, spouse's name, children's name, date of birth, nationality, present and permanent address, occupation/source of income, etc. This information will be made accessible to all.
- d) Naripokkho will store all information based on the agreement with the partner organization for the implementation of the program as a partner of the fund recipient and donor organization. Naripokkho shall retain information about the partner or affiliate organisations for at least five (5) years from the date of completion of the agreement.
- e) Naripokkho shall keep the financial audit report of the previous 5 (five) years with details of its income and expenditure and supporting documents.
- f) Before and after recruiting, Naripokkho shall store identification information, relevant experience, and other supporting documents (national identity card, passport, academic and experience certificate, etc.) of the selected personnel. Identification information means information about the person, photograph, name of father, mother, wife, and child, date of birth, nationality, present and permanent address, occupation/source of income etc.

## 10. Financial Transactions through Banks

- a) Naripokkho shall operate the account in the name of the organization in the nearest scheduled bank branch. Transactions with partner organisations for the amount of 1,00,000/ (one lakh taka) and above shall be remitted through the banking channel.
- b) Naripokkho shall maintain only one bank account for receipt of foreign grants. Separate bank accounts may be opened for individual projects after receiving the grant.
- c) Subject to the approval of the Executive Council of Naripokkho, the bank account can be managed with the signature of 3 people. Naripokkho can identify when checks are cut for deposits or withdrawals from accounts.

## 11. Use/Management of Funds:

- a) Naripokkho's Executive Council shall ensure that all funds are used in a manner consistent with the goals and activities of the Naripokkho and are approved by the Executive Council. Annual independent audits are to be conducted. In this case, Naripokkho will accept the account statement of the specified amount of grant for the periodical expenditure of the specific project.
- b) Naripokkho shall utilize the grants after obtaining clearance from the NGO Affairs Bureau or the donor agency and shall not return the unused portion of the grant (if any) to the foreign donor without the prior permission of the NGO Affairs Bureau.
- c) Naripokkho shall verify the correctness of the donation before disbursing it to the affiliated /partner organization.
- d) Naripokkho shall undergo an external audit of all projects to ensure compliance with the necessary guidelines of the NGO Affairs Bureau.
- e) Naripokkho shall maintain a standard accounting system for all its financial transactions.

  
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**12. Restrictions on Accumulated Funds:**

- a) Naripokkho does not accept donations from individuals or organisations that have been identified as terrorists by the United Nations Security Council and are involved in terrorist activities.
- b) Naripokkho does not donate to any person or organization that has been blacklisted by the Government of Bangladesh.

**13. Reporting of Suspicious Financial Transactions and Activities:**

- a) The responsible person for Naripokkho shall follow Section-2 JA of the Money Laundering Prevention Act, 2012 to identify suspicious transactions.
- b) If any suspicious transaction or activity is identified, verify its accuracy and submit a report to General Manager, BFIU, Bangladesh Bank, Dhaka using the format in 'Annex-A'.
- c) Naripokkho may report a Suspicious Transaction Report (STR) or Suspicious Activity Report (SAR) using the format in 'Annex-B' format, and can take legal action according to AML of the country if they suspect the involvement of any partner / affiliated organisations or have received requests from them to conduct such transactions.
- d) If any person of the affiliated / partner organization is involved in financing terrorism or terrorist activities, organized crime or corruption or bribery or forgery or any other crime and launders or attempts to launder the money or property obtained from them, such offenses must be informed through "Annex-B" format.

**14. Training and Recruitment:**

At the time of recruitment of employees, Naripokkho shall preserve the national identity card, educational certificate, experience certificate, etc., and review and preserve the copies of individual employee-related documents. Naripokkho will make the employees aware and provide necessary training to prevent money laundering.

**15. Policy Review:**

This policy should be reviewed and revised in the light of AMLCO at least after 3 years in the light of changes in statutory laws by the Government of Bangladesh.

**16. Types of Suspicious Activities:**

The following table describes the types of activities that may be considered suspicious and how Naripokkho will proceed with these activities.

Activities	Activity types that may be affected
Conducting financial transactions with individuals or organisations	<ul style="list-style-type: none"> <li>● Lease of property to an individual or organization</li> <li>● Signing other lease agreements</li> <li>● Providing promised services to other organisations</li> <li>● Requests for payment to third parties in respect of goods and services</li> </ul>



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Declaration of Funding for Affiliated/partner Organisations	<ul style="list-style-type: none"><li>● Granting funds to affiliated organisations without any specific project or program</li><li>● Payment without verification</li></ul>
Any person or entity, which acts dishonestly or illegally	
Unfair transactions	
Cash payment	
Transfer of funds outside the country	Request for transfer of funds outside the country

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## Annex –A: Suspicious Transaction/Activity Report (STR/SAR) Format

A.	Details	Information
	1. Company Name	
	2. Address	
B.	<b>Suspected (place tick):</b>	
	Money laundering	
	Terrorist financing	
C.	<b>Report Details:</b>	
	1. Date of dispatch of report	
	2. Name of the project/program of the partner organization, where the beneficiary is	
	3. Address of the project office of the associate organization	
D.	<b>Beneficiary/Customer Details:</b>	
	1. Name:	
	2. Father's Name:	
	3. Mother's name	
	4. Date of Birth:	
	5. Profession:	
	6. Address:	
	7. Nationality:	
E.	<b>Transactions/activities are suspicious/unusual Factors to consider:</b>	
F.	<b>Is your organization taking any steps in this regard?</b>	
G.	<b>Is your organization taking any steps in this regard? If the answer is yes, please give details</b>	
H.	<b>Attach documents:</b>	

(Attach additional information if you feel necessary)

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1.	
2.	

Signature of AMLCO:


Name:

Designation:

Phone:

E-mail:

  
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মান ভাষ্কি  
সংগঠন, ক্রীড়াঙ্গণ

## Annexure B – Suspicious Transaction/Activity Report (STR/SAR) Format

A.	Report Details:	Information
	1. Reporter's Name	
	2. address	
B.	Suspected (place tick):	
	money laundering	
	Terrorist financing	
C.	Detailed report details:	
	1. Report Dispatch Date:	
	2. Name of Suspicious Organization: 3. Address of suspicious organization: 4. A. License No. and Date: 4. B. License Authority: 5. Project/work of the organization 6. Name and Designation of Organization Head: 7. Name and Surname of Suspect: Father's Name, Mother's Name, Address:	
D.	Reporters related with questionable associations (if any):	
E.	Suspicious transaction or nature of work Factors to consider:	
F	Attach documents:	
	1.	
	2.	
	3.	

(Attach additional information if you feel necessary)

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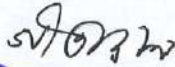
Reporter Details:

Name:

Designation:

Phone:

E-mail:

  
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