

Hong Kong, China Tenpin Bowling Congress Ltd. (the Congress)
Accounting Procedures
(Effective from 15-06-2017)

1 Introduction

- 1.1 This Accounting Procedures Guidelines (“the Guidelines”) provide the basic principles and essential procedures to be followed by all staff and Executive Committee Members of Hong Kong, China Tenpin Bowling Congress Ltd. (“the Congress”) in handling financial transactions so as to establish an effective internal control system within the Congress.
- 1.2 The Congress can make reference to the Guidelines and draw up its accounting procedures to suit its business operation and provide guidelines to its staff and officials to carry out their duties effectively and efficiently. **The responsible action officers and approving officers should be clearly stated in the accounting procedures of the Congress.**

2 Basic Principles

- 2.1 Separate bank accounts and ledger accounts should be maintained for subvented programmes and non-subvented activities. All accounting transactions should be properly entered into the ledger accounts.
- 2.2 The designated approving officers for receipt vouchers, payment vouchers, journal vouchers, petty cash claims, cheques and amendments to bank instructions and so on should be properly authorised and delegated by the Executive Committee.
- 2.3 All vouchers should be properly checked, authorised, signed and dated by the responsible officer.
- 2.4 **Deployment of receipts to other purposes is not allowed.** Official receipts are required to be issued for all income collection. All receipts should be properly recorded and banked promptly.
- 2.5 All expenses must be properly classified and duly authorised before payments are made. **No pre-signed payment vouchers and cheques are allowed.**
- 2.6 The policies on making cash payments, accommodation and meal expenses, scope and ceiling for entertainment expenses as well as transportation expenses like taxi fares and so on should be set by the Executive Committee where applicable. Unless under exceptional circumstances, staff and officials should use the most economical means of transport. Hotel accommodation for athletes, officials and coaches are restricted to standard rooms.
- 2.7 The petty cash holding limit and transaction limit for each purchase should be set and approved by the Executive Committee.
- 2.8 There should be a ceiling set on the amount of cash advance and time frame for settlement of cash advance. Such a ceiling should be approved by the Executive

Committee.

- 2.9 Minor corrections or alterations should be rectified by striking off or adding in, with initial of responsible officer, instead of correction fluid. If there are any corrections or alterations of critical information made on official receipts such as the amount and name of payer, the official receipts must be cancelled and retained in the Official Receipt Book (ORB). Fresh official receipts should then be issued. In case of other vouchers or supporting documents to vouchers, the corrections or alterations to critical information should be initialed by the responsible officer.
- 2.10 The accounting procedure guideline should be approved by the Executive Committee.

3 **Income**

Responsible Officers

Cashier: Sports Executive 3 (SE3)

Official Receipt Book Holder: Sports Executive 4 (SE4)

Receipt Voucher Preparing Officer: Sports Executive 1 (SE1) #

Receipt Voucher Checking Officer: Sports Executive 4 (SE4)

Periodic Check: Treasurer

This officer should be a staff responsible for handling accounting matters of the Association and should be a different person from the Receipt Voucher Checking Officer, and preferably also a different person from the Cashier if practicable.

3.1 ***Maintenance of Official Receipts***

- 3.1.1 Sports Executive 4 (SE4) records the receipt of official receipt books on the Official Receipt Books in the Official Receipt Book Register (the “ORB Register”) at **Annex 1**. He/she also records the issue of official receipt books to Sports Executive 3 (SE3) and requests Sports Executive 3 (SE3) to initial on the ORB Register with date. The ORB holder and Cashier should be different persons.
- 3.1.2 On return of completely used up / obsolete official receipt books from Sports Executive 3 (SE3), Sports Executive 4 (SE4) updates the OR Register with initial and date.

3.2 ***Issue of Official Receipts***

- 3.2.1 Sports Executive 3 (SE3) issues pre-numbered official receipts (**Annex 2**) in duplicate in date sequence and in consecutive order for income collections. Details of particulars of the receipts should be stated. The original should be provided to the payer while the copy should be kept properly in the ORB for audit trail. The official receipt stubs should be properly kept. Same official receipts can be issued for different sources of income e.g. collections from admission fees and entry fees. For payment through electronic means, manual official receipts are not necessary as long as receipt reference is generated automatically by the collection system.
- 3.2.2 In case of spoiled or cancelled official receipts Sports Executive 3 (SE3) marks

“CANCELLED” immediately on both the original and the duplicate copies of spoiled or cancelled official receipts and attaches these official receipts to the respective ORB stub.

3.2.3 Sports Executive 3 (SE3) crosses all cheques which have not yet been crossed by the paying party. Post-dated cheques should not be accepted.

3.2.4 Both Sports Executive 3 (SE3) and Sports Executive 4 (SE4) should keep all receipts, ORB, complimentary tickets properly and under lock and key.

3.2.5 For Acknowledgement of Receipts by proforma requested by the payer such as the Leisure and Cultural Services Department (LCSD), such acknowledgement should be signed by Chairman/Treasurer/Secretary.

3.3 ***Banking of Income***

3.3.1 Sports Executive 3 (SE3) banks in promptly all income within two weeks or when the holding limit of HK\$10,000 is reached, whichever is earlier. The income collected should not be deployed to settle payments with suppliers directly.

3.3.2 After banking in, Sports Executive 3 (SE3) should record the official receipt numbers on the bank pay-in slips and keep properly the bank pay-in slips.

3.4 ***Preparation and Approval of Receipt Vouchers***

3.4.1 Sports Executive 1 (SE1) prepares Receipt Vouchers (**Annex 3**) with unique serial numbers and proper accounting records cross-referencing, e.g. official receipt numbers. Other supporting documents, such as original copy of remittance slips and receipt acknowledgement forms should also be attached to the Receipt Vouchers, where appropriate.

3.4.2 Sports Executive 1 (SE1) initials on the Receipt Vouchers with date.

3.4.3 Sports Executive 4 (SE4) checks the details contained in the Receipt Vouchers against supporting documents and initials and dates the receipt vouchers.

3.5 ***Issue of Complimentary Tickets***

3.5.1 Sports Executive 3 (SE3) stamps all the complimentary tickets with “Non-transferable” and distributes to the approved recipients or organisations. Proper approval from Sports Executive 4 (SE4) on the issue of complimentary tickets and list of recipients / organisations should be obtained before distribution.

3.5.2 Sports Executive 3 (SE3) keeps a record of distribution of complimentary tickets with details of recipients and quantities issued.

3.6 ***Supervisory Checking of Income and Physical Stocktaking of Official Receipts***

3.6.1 Treasurer, who should not be involved in the income collection process, conducts supervisory checking periodically on a quarterly basis. He/she checks the official

receipts to ensure the following are tally:

- the total amount of income stated in official receipt duplicates; and
- the bank-in slips and collections on hand.

- 3.6.2 Treasurer checks the physical stock of official receipts against the ORB Register, to ensure no missing official receipt books or official receipts in official receipt books.
- 3.6.3 Treasurer checks official receipts issued are in consecutive order and there are no missing receipts.
- 3.6.4 Treasurer checks whether income collections are banked promptly in accordance with the prevailing policy (as stated in para. 3.3.1).
- 3.6.5 Treasurer records the inspection result and initials with dates on the inspection report. The inspection report should include the date, scope and result of checking. He/she also reports to the Executive Committee if there are any discrepancies found. In addition, he/she conducts investigation and reports to the Executive Committee on the findings and course of actions to be taken.

4 Payment

Responsible Officers

Invoices / Receipts Certifying Officer : Sports Executive 2 (SE2)

Payment Voucher / Cheque Preparing Officer : Sports Executive 1 (SE1)[#]

Payment Voucher Approving Officer : Treasurer

[#] This officer should be a staff responsible for handling accounting matters of the Association and should be a different person from the Payment Voucher Approving Officer, and preferably also a different person from the Certifying Officer if practicable.

4.1 *Preparation of Payment Vouchers*

- 4.1.1 All invoices / receipts should be submitted for certification of payment within TWO WEEKS of receipt.
- 4.1.2 The staff or user making the payment request ensures the receipt of goods or services in good and satisfactory condition as specified in the purchase order or service order. He/she should provide the original invoices / receipts, delivery notes and supporting documents such as the purchase orders / service orders to substantiate all expenses incurred (including those incurred overseas) to Sports Executive 2 (SE2) for checking and certification.
- 4.1.3 Sports Executive 2 (SE2) checks the original invoices / receipts against the purchase / service orders, delivery notes and other supporting documents, and certifies on the original invoices / receipts with date.

- 4.1.4 Upon certification, Sports Executive 2 (SE2) passes the documents to Sports Executive 1 (SE1) within two weeks to prepare payment vouchers.
- 4.1.5 Sports Executive 1 (SE1) checks the price and calculation on the invoices / receipts and matches them with the approved purchase / service orders and delivery notes.
- 4.1.6 For personnel expenses paid through autopay or crossed cheques, Sports Executive 1 (SE1) attaches relevant supporting documents to payment vouchers only when there are special payments/deductions and changes in monthly salary, such as the employment contracts, approved instructions on changes in payment details and written approval on granting of salary top-ups for posts of slide-down appointment and so on for verification. Payment in respect of staff beyond the age of 60 should not be made through the subvention from LCSD. For payment of part-time staff salaries, the number of paid hours to be funded by subvention should not exceed the maximum conditioned monthly working hours of a permanent post.
- 4.1.7 Sports Executive 1 (SE1) ensures adequate supporting documents are attached and prepares payment vouchers (**Annex 4**) including at least the following details:
- Serially assigned (preferably pre-printed) voucher number;
 - Date of voucher;
 - Name of payee;
 - Ledger accounts to be entered;
 - Particulars of the payment of full details of the goods and services provided;
 - Currency and amount; and
 - Mode of Payment
- 4.1.8 Sports Executive 1 (SE1) crosses out unused space at the bottom of the payment voucher, and initials and dates on the payment vouchers.
- 4.1.9 For documentary evidence and certification in support of payment, Sports Executive 1 (SE1) should observe the following:
- Special circumstances where only the electronic copy / faxed copy / photocopy of invoices / other supporting documents are available
The copy should be certified correct, marked with the wordings of “Certified true copy and no previous payment has been made”, and initialed and dated by the supervisor or programme-in-charge.
 - Payment of official fees
Proper attendance records of officials and other documents such as the course timetable and attendance records of participants should be maintained and attached to the payment vouchers. Officials should have signed on the attendance records of officials and participants with full name and signatures.
 - Payment of taxi fare, entertainment expenses, meals and other special items
Sufficient information such as the reasons for taking taxi instead of the most economical means of transportation, the guest lists and the events / programmes related should be documented. Proper approval should also be obtained in accordance with the prevailing approving authority.
 - Payment of entry fees
The list of participants should be provided.

- Foreign currency transactions

The exchange slips for currency exchange or exchange rate quotes from reliable source should be attached to the payment vouchers.

4.2 ***Approval of Payment Vouchers***

4.2.1 Treasurer reviews the details of payment items against the supporting documents attached to the payment vouchers. In case of payment in cash instead of cheques, he/she should satisfy that this arrangement is complied with the prevailing policy for cash payment of the Association.

4.2.2 Treasurer checks if the maximum per capita for entertainment expenses is exceeded and whether sufficient justification and proper approval have been given in case the ceiling is exceeded.

4.2.3 Treasurer signs and dates on the payment voucher if the payment is in order.

4.3 ***Effect of Payment***

4.3.1 Sports Executive 1 (SE1) prepares cheques with details in the payment vouchers.

4.3.2 Cheque signing officer and cheque countersigning officer, as specified in Section 7.1 below, check the payment details against the approved payment vouchers and sign on the cheques or autopay instruction forms.

4.3.3 Sports Executive 1 (SE1) sends out the signed cheques to the payees and stamps all paid invoices / receipts and supporting documents with “PAID” immediately after payment.

4.3.4 In case of payment in person, Sports Executive 1 (SE1) ensures the recipients MUST sign with date to acknowledge receipt of the amount. If another person is authorised to receive payment on behalf of the entitled payee, the supporting document for such authorisation should also be retained.

5 **Petty Cash**

Responsible Officers

Petty Cash Holder : Sports Executive 1 (SE1)[#]

Petty Cash Voucher Approving Officer : Sports Executive 2 (SE2)

Petty Cash Replenishment Preparing Officer : Sports Executive 1 (SE1)

Petty Cash Replenishment Approving Officer : Sports Executive 2 (SE2)

Payment Voucher Preparing Officer : Sports Executive 3 (SE3)

Supervisory Cash Count : Treasurer

[#] This officer should be a staff responsible for handling accounting matters of the Association.

5.1 *Petty Cash Holding and Transaction Limit*

Petty Cash Holding Limit	<u>HK\$8,000</u>
Transaction Limit per purchase	<u>HK\$2,000</u>

Any amount exceeding the transaction limit should be processed by crossed cheques instead of petty cash. Repeated purchases from the same supplier should not be encouraged. Repeated purchases of the same item in different receipts in order to avoid the transaction limit are NOT allowed.

5.2 *Submission of Petty Cash Claim*

All claims must be applied to Sports Executive 1 (SE1) within TWO WEEKS after the expenses are incurred.

5.3 *Preparation of Petty Cash Voucher*

5.3.1 The claimant completes and signs with date on the Petty Cash Voucher (**Annex 5**) after the goods and services have been received in good and satisfactory condition, and attaches the original receipts / invoices to the voucher. All completed vouchers must have the following details

- Issue date of voucher;
- Name of person issuing the voucher;
- Amount of monies disbursed; and
- Details of expenses (including the event information where applicable).

When claiming “Local Duty Travelling Expense”, the following information should be included in the Petty Cash Voucher:

- Date of travelling;
- Means of transport;
- Purpose and location of the trip; and
- Reason for taking taxi instead of most economical means of transport.

5.4 *Checking of Petty Cash Voucher*

5.4.1 Sports Executive 2 (SE2), who should NOT be the same person as the claimant and Petty Cash Holder, checks the Petty Cash Voucher against invoices, receipts or supporting documents and considers if the claim and prices are reasonable. He/she certifies on the Petty Cash Vouchers and invoices / receipts with initial and date, after the supporting invoices/receipts are stamped “PAID”. Sports Executive 2 (SE2) is required to certify the supporting invoices/receipts when the documents are provided in the form of faxed copies/photocopies instead of the originals.

5.5 *Payment of Petty Cash*

5.5.1 Sports Executive 1 (SE1) assigns a unique serial number on each properly

authorised Petty Cash Voucher.

5.5.2 The claimant signs on the petty cash voucher upon reimbursement in person as receipt acknowledgement.

5.5.3 Sports Executive 1 (SE1) stamps the Petty Cash Voucher and invoices with 'PAID' chop upon settlement of the claim. He/she then enters the transaction into the columnised Petty Cash Book with analysis by different categories of expenditure.

5.5.4 Sports Executive 1 (SE1) keeps all Petty Cash Vouchers and evidence of payment, e.g. invoices and unused petty cash, in lock and key.

5.6 *Replenishment of Petty Cash*

5.6.1 Sports Executive 1 (SE1) prepares a payment voucher for replenishment of petty cash and submits it together with the paid Petty Cash Vouchers and supporting invoices / receipts to Sports Executive 2 (SE2) or designated approving officer for endorsement.

5.6.2 Sports Executive 2 (SE2) verifies the replenishment against paid Petty Cash Vouchers and receipts / invoices, and approves the replenishment. He/she ensures that the petty cash holding limit is not exceeded upon replenishment.

5.6.3 Sports Executive 3 (SE3) prepares and obtains signed payment vouchers and cheques (as in Paragraphs 4.2, 7.1 and 7.4) for replenishment to the Petty Cash Holder.

5.6.4 Sports Executive 1 (SE1) acknowledges the cheque for replenishment with signature and date upon receipt of the cheque. He/she then keeps the replenished cash into the petty cash box and records the replenishment to his Petty Cash Book. **Petty cash float should be separated from personal funds of the Petty Cash Holder.**

5.7 *Surprise Cash Count*

5.7.1 Treasurer conducts surprise cash count at irregular intervals in a year, say at least once every four months:

- counts the petty cash and paid vouchers on hand and checks if the amount matches with the Petty Cash Book;
- checks evidence of payment;
- signs, dates and records the result of the checking on the Petty Cash Book; and
- reports to the Executive Committee if there are any discrepancies identified.

5.7.2 Treasurer or designated inspection officer conducts investigation and reports to the Executive Committee on the findings and course of actions to be taken.

6 **Cash Advance**

Responsible Officers

Cash Advance Approving Officer : Sports Executive 2 (SE2)

Cash Advance Settlement Approving Officer: Sports Executive 2 (SE2)

Payment Voucher Preparing Officer : Sports Executive 1 (SE1)

Supervisory Check : Treasurer

This officer should be a staff responsible for handling accounting matters of the Association.

6.1 ***Cash Advance Limit***

Per Event	<u>HK\$200,000</u>
Per Day in respect of travelling for business of the Association	<u>HK\$1,000</u>

6.2 ***Application for Cash Advance***

6.2.1 The applicant completes the standardised Cash Advance Application Form (**Annex 6**) listing out the expense items and the respective amounts to be covered by the cash advance.

6.2.2 Sports Executive 2 (SE2) reviews the application and signs with his decision on the application form. He/she can reduce the amount of cash advance if the payment can be made through direct payments to suppliers or service providers.

6.2.3 Sports Executive 1 (SE1) obtains proper approval on payment vouchers and signed crossed cheques (as in paragraphs 4.2, 7.1 and 7.4) for the advance payment.

6.2.4 The applicant acknowledges the receipt of cash advance on the Cash Advance Application Form.

6.3 ***Settlement of Cash Advance***

6.3.1 Cash advanced should be settled within a reasonable timeframe, say 1 month. The applicant completes the Cash Advance Settlement Statement (**Annex 7**) and hands in:

- original invoices, acknowledgement of receipts by officials / helpers and other supporting documents duly certified by Sports Executive 2 (SE2) or designated approving officer; and
- unspent cash or bank pay-in-slips.

6.3.2 Sports Executive 2 (SE2) reviews if the expenses are properly supported and in order. Upon review, he/she endorses and initials with dates on all the supporting documents after the supporting invoices/receipts are stamped "PAID". Sports Executive 2 (SE2) is required to certify the supporting invoices/receipts when the

documents are provided in the form of faxed copy/photocopy instead of the original.

6.3.3 Sports Executive 1 (SE1) checks the proper endorsement and banks in unspent balance of cash advance (if any) promptly. He/she should avoid mixing the unspent balance with petty cash.

6.3.4 Sports Executive 1 (SE1) attaches the original pay-in slip of unspent balance to the settlement statement. The respective ledgers should also be updated accordingly.

6.4 ***Supervisory Check***

6.4.1 Treasurer, who should not be involved in approving the cash advance application and reviewing the cash advance settlement statement, conducts periodic check on a half-yearly basis on the application forms / settlement statements and bank pay-in slips, in particular on the prompt settlement of cash advance. He/she should sign with date on the work done.

7 **Operation of Bank Accounts**

Responsible Officers

Cheque Book Holder: Sports Executive 1 (SE1) #

Cheque Signing Officer: Vice Chairman/Treasurer

Cheque Countersigning Officer: Chairman

Bank Reconciliation Reviewing Officer: Sports Executive 2 (SE2)

Supervisory Check: Treasurer

This officer should be a staff responsible for handling accounting matters of the Association and should be a different person from the Bank Reconciliation Reviewing Officer.

7.1 ***Authorisation of bank Instructions and Cheques***

7.1.1 All bank instructions and cheques (including autopayment) must bear the signatures of TWO authorised officers. The cheque signing officer and cheque countersigning officer should be different persons. Any endorsed change of the authorised signatories by the Executive Committee should be notified to the Accounts Office and the respective banks for prompt updating.

7.1.2 Authorisation limits for cheque signatories are:

Authorisation Limit	Cheque Signing Officer	Cheque Countersigning Officer (MUST be different from Signing Officer)
<u>Any Amount</u>	Treasurer/Vice Chairman	Chairman

7.2 ***Maintenance of Cheque Book Register***

7.2.1 Sports Executive 1 (SE1) records cheque books received in the Cheque Book Register (**Annex 8**). He/she should also keep the cheque books under lock when they are not in use.

7.2.2 Sports Executive 1 (SE1) updates the Cheque Book Register when the cheque book is completely used up or becomes obsolete.

7.3 ***Preparation of Cheques***

7.3.1 Sports Executive 1 (SE1) checks the proper bank accounts to be drawn and prepares cheques in sequential order in accordance with the details contained in the approved payment vouchers, petty cash vouchers and cash advance application forms. The respective cheque numbers should also be marked into the approved payment vouchers, or cash advance application forms.

7.3.2 “Crossed” cheques should be issued unless with justifiable reasons. In case “cash” cheques are to be issued, the name of the intended recipients (instead of “cash”) should be entered. The word “bearer” should be struck off.

7.3.3 Sports Executive 1 (SE1) marks on the cheque stub the dates, names of payee and amount.

7.4 ***Issue of Cheques***

7.4.1 The designated cheque signing officer (as stipulated in para. 7.1.2) checks the details stated in the cheque against the supporting documents or vouchers. He/she signs the cheques. All cheque stubs should be retained.

7.4.2 The designated cheque countersigning officer (as stipulated in para. 7.1.2) checks the details stated in the cheque against the supporting documents or vouchers and the authenticity of the cheque signing officer. He/she signs the cheques.

7.4.3 Sports Executive 1 (SE1) stamps “PAID” on paid invoices / receipts. The cheques are to be sent out to the payee promptly by post or by hand. All spoiled cheques are stamped with “Cancelled” and attached to the cheque stubs.

7.5 ***Monthly Bank Reconciliation***

7.5.1 Sports Executive 1 (SE1) prepares the bank reconciliation on a monthly basis (**Annex 9**) within 14 days from receipt of bank statements and sign with date.

7.5.2 The bank reconciliation should also ascertain if any amount is to be transferred between the bank accounts for subvented activities and that for non-subvented activities in order to properly account for the transactions related to subvented activities in the designated bank account.

- 7.5.3 Sports Executive 2 (SE2) reviews the bank reconciliation statement for each bank account and sign with date after the review.
- 7.5.4 For dishonoured or returned cheques, Sports Executive 1 (SE1) liaises with the responsible staff / officials to take appropriate follow-up actions (e.g. to check if any replacement cheques have been received or to contact the payee to arrange replacement cheques for payment).
- 7.5.5 For long outstanding unpresented cheques (such as after six months of issue), Sports Executive 1 (SE1) should investigate the reasons and cancel the cheque if appropriate. If the payment is still to be made, a fresh cheque should be issued, the procedures on issue of cheques should be followed.
- 7.5.6 If it is decided that the payment is not to be made for unpresented cheques, e.g. due to failure to contact the payee, proper update to the accounting records should be made. If such payment is in connection with subvented programmes, the Sports Executive 2 (SE2) should inform the relevant government departments such as LCSD.

7.6 ***Supervisory Check***

- 7.6.1 Treasurer checks the physical stock of cheques against the Cheque Book Register regularly on a monthly basis. He/she also checks if any missing cheques in cheque books.
- 7.6.2 Treasurer initials and dates on the cheque book register or inspection report after the checking. If any discrepancies are identified, he/she should conduct investigation and reports to the Executive Committee on the findings and course of actions to be taken.

8 **Fixed Assets**

Responsible Officers

Fixed Assets Register Holder : Sports Executive 3 (SE3)

Disposal Reviewing Officer : Sports Executive 2 (SE2)

Periodic Supervisory Check : EC Member

8.1 ***Maintenance of Fixed Assets Register (the “FAR”)***

- 8.1.1 Fixed assets are those property, plant and equipment items which have a useful life of more than one year and an original acquisition cost of HK\$2,000 or above, for example, furniture, photocopiers and personal computers.

- 8.1.2 Every fixed asset shall be recorded in the Fixed Assets Register (the “FAR”) (**Annex 10**). The minimum requirements for information to be contained in the FAR are:
- unique asset number;
 - description of asset (including model number if applicable);
 - classification of asset;
 - date of purchase / date of completion;
 - cost of purchase / completion;
 - useful life;
 - source of funding (e.g. LCSD subvention);
 - current location;
 - written approval of disposal / write-off; and
 - date of disposal / write-off.
- 8.1.3 Sports Executive 3 (SE3) promptly updates the details of the fixed assets received into the FAR upon receipt of the fixed assets. Each fixed asset is assigned with a unique asset number.
- 8.1.4 Sports Executive 3 (SE3) affixes the labels of the assigned unique asset numbers to the fixed assets.
- 8.1.5 Sports Executive 3 (SE3) updates the FAR promptly with all movements of fixed assets, including trade-in and disposal. The approval on disposal / write-off should also be marked on the FAR and kept properly on file. The monetary sales / disposal amount should be recorded into the Cash Book, where appropriate.
- 8.2 ***Fixed Assets on Loan***
- 8.2.1 Sports Executive 3 (SE3) maintains a loan register for fixed assets which are on loan to staff / officials. The borrowers have to acknowledge the loan and specify the period of loan with signature and date as evidence of receipt of the fixed assets.
- 8.2.2 On return of assets, Sports Executive 3 (SE3) checks if the fixed assets are in satisfactory physical condition and signs the return on the loan register with date.
- 8.3 ***Disposal of Fixed Assets***
- 8.3.1 Users provide full justifications for disposal of fixed assets which are of no use to the Association and the recommended means of disposal to Sports Executive 2 (SE2) for approval. The disposal procedures as stated in the Procurement Guidelines should be followed.
- 8.3.2 Sports Executive 2 (SE2) reviews and makes his/her decision in writing.
- 8.3.3 Sports Executive 3 (SE3) updates the FAR.
- 8.3.4 In case there are proceeds from disposal, Sports Executive 1 (SE1) prepares the Receipt Voucher and records the income received (as in para. 3.4).

- 8.3.5 No item of fixed asset should be removed from the NSA or disposed without proper written approval.

8.4 ***Physical Check***

- 8.4.1 Treasurer / EC Member conducts physical check on fixed assets including all subvented fixed assets at least once a year. Upon checking, he/she should initial and date on the inspection report or FAR. The inspection report should include the date of physical check, the result of checking and the signature of the physical checking and the reviewing officer, etc.
- 8.4.2 Treasurer / EC Member investigates discrepancies identified (if any) and reports to the Executive Committee on the findings and courses of action to be taken.

9. ***Journal Vouchers***

- 9.1 A double-entry bookkeeping system should be maintained to record all transactions. Entries not belonging to receipts or payments should be effected by journal vouchers (Annex 11) and posted to General Ledger.