



新加坡尿失禁医学会
SOCIETY FOR CONTINENCE (SINGAPORE)

FINANCE POLICIES & PROCEDURES MANUAL

FIN - PP - 02

Procurement and Payments

Finance Policies and Procedures Manual
Procurement and Payment
FIN-PP-02



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SCOPE

The policies and procedures in this document govern the evaluation and selection of vendors, treatment of related party transactions, purchase requisition, recording of purchases as well as preparation and recording of payments.

OBJECTIVE

- 1) To ensure that all budgeted and unbudgeted purchases are duly approved.
- 2) To ensure that vendors are evaluated and selected based on pre-determined criteria.
- 3) To ensure that related party transactions are undertaken on an arms length basis.
- 4) To ensure that all purchases and payments are authorized by appropriate personnel according to delegation of authority.
- 5) To ensure that all purchases made are accrued for completely, accurately and timely.
- 6) To ensure the completeness, accuracy and timeliness of payments and recording of payments.
- 7) To ensure that recording of payment is made in accordance to Financial Reporting Standards ("FRS") and Recommended Accounting Practice 6 ("RAP 6").
- 8) To ensure that outstanding payments are monitored and followed up on a timely basis.

DEFINITION

Conflicts of interests arises when one has:

- Personal interest in business transactions or contracts that the charity may enter into.
- Vested interest in other organizations that the charity has dealings with or is considering entering into joint ventures.
- Personal interest as the charity's suppliers, service users, beneficiaries or members of staff.

Accrual basis of accounting is used to recognize items as assets, liabilities, equity, income and expenses when they satisfy the definitions and recognition criteria set forth in the Financial Reporting Standards/Recommended Accounting Practice.

Liability is an obligation of an entity to transfer economic benefits which:

- (a) Is expected to be settled by the entity parting with assets or in some way losing an economic benefit;
- (b) Results from past transactions or events;
- (c) Embodies a present duty or responsibility to one or more other entities that entails settlement at a specified or determinable future date, on the occurrence of a specified event, or on demand; and
- (d) Results from a duty or responsibility which obligates the entity either legally, or practically (a constructive obligation), because it would be financially or otherwise operationally damaging to the entity not to discharge the duty or responsibility.

Related parties include all of the following:

- (a) Any charity trustee and custodian trustee of the charity;
- (b) Any person or body with:
 - (i) Either the power to appoint or remove a significant proportion of the charity trustees/office bearers of the charity. All or a majority of the trustees/office bearers should always be treated as "significant proportion". Fewer than 50 % of the trustees/office bearers may be a "significant proportion" if they collectively have a dominant influence on the operation of the charity, as, for example, is likely to be the case if one body has the power to appoint/remove 7 of a body of 15 trustees/office bearers, and 8 other different bodies had the right to appoint/remove 1 each.
 - (ii) Or whose consent is required to the exercise of any of the discretions of those trustees/office bearers.
 - (iii) Or who is entitled to give directions to those trustees/office bearers as to the exercise of any of those discretions.
- (c) Any institution connected with the charity, and any director of such an institution. An institution connected with a charity if either:
 - (i) It is controlled by the charity, "Controlled" means that the charity is able to secure that the affairs of the institution are conducted in accordance with its wishes. A charity will control another if it is trustee of that charity or has power to appoint or remove a significant proportion of its trustees/office bearers. Or

(ii) An interest in it is a beneficially owned by the charity. "Interest" means that the charity:

- Is interested in shares comprised in the equity share capital of the body of a nominal value of more than one fifth of that share capital;
- Is entitled to exercise or control the exercise of more than one-fifth of the voting power at any general meeting of that body.

(d) Any other charity with which it is commonly controlled. Common control exists if:

- (i) The same person, or persons have the right to appoint a majority of the charity trustees/office bearers of both or all the charities; or
- (ii) The same person, or persons, hold a majority of the voting rights in the administration of both of all of the charities.

Persons who are related with each other through family or business relationships should be treated as the same person for the present purposes.

A charity is not necessarily related to another charity simply because a particular person happens to be a trustee or both. It will only be related if one charity subordinates its interests to the other charity in any transaction because of this relationship.

(e) Any officer, agent or employee of the charity having authority or responsibility for directing or controlling the major activities or resources of the charity; and

(f) Any person connected to a person who is related to the charity including:

- (i) Members of the same family or household of the charity trustee or related person who may be expected to influence, or to be influenced by, that person in their dealings with the charity.
- (ii) The trustees/office bearers of any trust, not being a charity, the beneficiaries or potential beneficiaries of which include a charity trustee or related person or a person referred to in (i) as being connected with a charity trustee or to a related person, as the case may be.
- (iii) Any business partner or a charity trustee or related person, or of any person referred to in (i) or (ii) as being connected with a charity trustee or to a related person, as the case may be.

(iv) Any body corporate, not being a company, which is controller entirely by one or more charitable institutions, in which:

- The charity trustee has, or the charity trustee and any other charity trustee or trustees/office bearers or person or persons referred to in (i), (ii) or (iii) above as being connected with a charity trustee, taken together, have a participating interest; or
- The related person has, or the related person and any other related parties of the charity, taken together, have a participating interest.

(v) Any person or body who makes available to the charity the services of any person or body as a charity trustee is connected with a charity trustee.



DOCUMENT REFERENCE

- 1) Financial Reporting Standards (“FRS”), **FRS 1**, Presentation of Financial Statements
- 2) Recommended Accounting Practice (“RAP”) **RAP 6**, Accounting and Reporting by Charities
- 3) Charities (Institutions of a Public Character) Regulations
- 4) Code of Governance - For Charities & Institutions of a Public Character (IPCs)

POLICIES

1.0 Reporting and Disclosure

- 1) Total support costs incurred (which include material items or categories of expenditure) should be reported in the notes to Financial Statements. (Reference: **RAP 6**)
- 2) The basis for allocation of costs should be explained in the notes to the Financial Statements. (Reference: **RAP 6**)
- 3) Material transactions with related parties should be disclosed irrespective of whether or not they are undertaken on an arm's length basis and in accordance with RAP 6. (Reference: **RAP 6**)
- 4) Any remuneration/benefits/reimbursements paid to trustees/office bearers should be disclosed in the notes to Financial Statements in accordance with relevant FRSs. (Reference: **RAP 6**)
- 5) Policy on management and avoidance of conflicts of interest should be disclosed in the annual report. (Reference: **Regulation 18, Charities (Institutions of a Public Character) Regulations**)
- 6) Accrual basis of accounting should be adopted in accordance to FRS and RAP 6. (Reference: **FRS 1, RAP 6**)

2.0 Purchase Requisition and Recording

- 1) Purchase requisition form should be raised for all purchases above \$100.
- 2) All purchase requests should be approved by authorized persons. The authorized persons follows for non-capital items are as follows:

Purchase Amount	Approver
<\$1,500	Executive Director
>\$1,500	Honorary Treasurer

- 3) The Executive Committee should approve all capital purchases regardless of amount.
- 4) Approvers should check the amount and details of purchase request to approved annual budget. Additional approval from the Executive Committee should be obtained for purchases that is not budgeted for/ above amount budgeted for.
- 5) Sourcing for multiple quotations should be performed for all purchases above \$500. The following procedures should be adhered to:

Purchase Amount	Procedures
Below \$1,500	No quotations required. Requestors are encouraged to source for quotations to purchase from vendor offering products of the best value.
Above \$1,500	Min. 3 Quotations
Above \$50,000	Invitation to Tender (min. of 3 vendors)



Waiver of Quotations

6) Waiver of quotations should be allowed in the following situations:

- a) Purchases made from vendor on Preferred Vendor List
- b) Purchases of proprietary product or from sole distributor

In case (b), an email should be sent to all Executive Committee for review and approval prior to purchase. The Vice president can represent the Executive Committee in granting approval for the purchase.

7) If neither of the above 2 criteria are met and requestor faces difficulties in securing at least 3 quotations, an email which documents the reasons for lack of at least 3 quotations should be sent to all Executive Committee members for review and approval.

Quotation

- 8) All quotations received from vendors should be in writing. Copies of the quotations received should be retained.
- 9) The selected vendor should be documented in an email and submitted to authorized persons for approval before purchase.

Tender

- 10) Tender committee consisting of Chairman, Honorary Treasurer and Executive Director should be set up to evaluate and select the vendor after the tender deadline. In the event that conflict of interest arises between the vendors and the tender committee members, the member should be replaced by another Executive Committee member.
- 11) Tender committee should document the results of the evaluation and obtain approval from the Executive Committee before confirmation of vendor.

Capitalization and recording of fixed assets

- 12) All purchases above \$2,000 should be capitalized as fixed assets.
- 13) Fixed Assets should be depreciated according to the following rates:

Office Equipment	- 3 to 5 years
Furniture and Fittings	- 5 years
Renovation	- 5 years

3.0 Purchasing

- 1) Requisition and Purchases made for equipment to be donated to Nursing Home should be approved by Executive Committee.
- 2) New selected vendors should be added to the Vendor Master File.
- 3) The Executive Director should review the addition on a quarterly basis to ensure accuracy of details added.
- 4) Access to Vendor Master File should be limited to the outsourced Accountant.

- 5) Purchase should be made after selected vendor is approved by authorized persons in accordance to Delegation of Authority.
- 6) Purchase Order should be raised only if the following items are purchased:
 - a) Equipments bought for purpose of donating to nursing homes
 - b) Required by Vendor
- 7) Purchase Order should be signed by the Executive Director and a copy of the Purchase Order should be made before sending to selected vendor.
- 8) Purchases should be monitored on a monthly basis and purchases not received by projected date should be followed up.

4.0 Payments processing and approval

- 1) Payables should be recognized when goods and services are received, and when the “risks and rewards” have been passed (i.e. when delivery order and invoice is received).
- 2) Only original vendor’s invoices/tax invoices should be used for payment processing.
- 3) Payment Voucher (to reduce liability) should be raised for all payment requests.
- 4) Payment Vouchers should be sequentially numbered.
- 5) Payment should be made only after performing three way matching between invoice, delivery order and purchase order.
- 6) Payment Voucher should be reviewed by the Executive Director and approved by the Honorary Treasurer.
- 7) Payments should be authorized by 2 authorized signatories. The authorized signatories are as follows:
 - a) President
 - b) Vice President
 - c) Treasurer
 - d) Honorary Secretary
- 8) All payment documents should be invalidated with “Paid” stamp to indicate that payment has been made.
- 9) Payments should be made within credit period.

5.0 Preferred Vendor Selection

- 1) Recurring purchases should be identified and preferred vendors should be sourced for such purchases.
- 2) Vendors in the Preferred Vendor List should be evaluated once in 2 years.
- 3) The rights to amend Preferred Vendor List should be limited to the Executive Director.

6.0 Related Party Transaction

- 1) Annual declaration of potential conflicts of interests made by all staff and Board members should be monitored when sourcing/selecting vendor. (Reference: **Guideline 3.1.1, Code of Governance (For Charities & Institutions of a Public Character (IPCs))**)

- 2) Selection of a related vendor should be approved by the Board. Where any Board members are related to the vendor, he/she should not participate in the decision making process. (Reference: **Guideline 3.1.2, Code of Governance (For Charities & Institutions of a Public Character (IPCs))**)
- 3) During decision making process, quotes from related vendor should be compared to quotations from independent vendor to ensure that transactions are undertaken at arm's length basis.
- 4) Related party payments should be monitored and reported in the notes to Financial Statements as prescribed by RAP 6. (Reference **RAP 6, Regulation 17, Charities (Institutions of a Public Character) Regulations**)

7.0 Maintenance of Bank Accounts

- 1) A Board Resolution should be passed to open or close bank account.
- 2) All banking transactions should be carried out in accordance with the Bank Mandates issued to the banks respectively.
- 3) There should be at least 2 authorized signatories for all bank accounts maintained.
- 4) Blank cheques should be kept under lock and key by the Executive Director.
- 5) Authorized signatories should not pre-sign cheques.
- 6) Bank reconciliation should be performed on all bank accounts on a quarterly basis by the outsourced Accountant and reviewed by the Executive Director. Any discrepancies identified during reconciliation should be amended immediately.

8.0 Petty Cash Management

- 1) The maximum petty cash float should be limited to \$500.
- 2) Petty cash float should be replenished to its maximum float at the end of every month.
- 3) The Executive Director should witness the petty cash count prior to preparing cash cheque to replenish the petty cash float.
- 4) Petty cash should be maintained on an imprest system.
- 5) Replenishments to the petty cash fund should be made via cash cheque.
- 6) Petty cash should only be used for miscellaneous purchases. The petty cash fund should not to be used for routine purchases or payments made in the ordinary course of business.
- 7) The types of purchases allowed to be reimbursed using petty cash should be limited to the following purchases:
 - a) Transport claim
 - b) Food (does not include catering provided to participants during seminars and workshops)
 - c) Stamps
 - d) Stationery
 - e) MC Claims restricted to \$60 per employee per year.
- 8) Petty Cash Voucher should be pre-numbered.



- 9) All petty cash claims should be duly supported by original receipts and the petty cash voucher should be approved by the Executive Director.
- 10) Petty Cash Voucher should be invalidated after disbursements.
- 11) Petty Cash List should be maintained to document all petty cash vouchers disbursed. The Executive Director should perform a completeness check from the list to the Petty Cash Vouchers.

PROCEDURES

Description of Procedures	Responsible Person
2.0 Purchase Requisition and Recording	
2.1 Request for a new purchase	
<i>Purchase of Items <u>below</u> \$1,500</i>	
1) Prepare purchase requisition form* (PP-D01). 2) Forward the form to the Executive Director for review and approval. *Purchase requisition form is not required for purchases below \$100.	Support Staff
<i>Purchase of items <u>above</u> \$1,500</i>	
3) Prepare purchase requisition form. 4) Forward the form to the *Treasurer for review and approval. * For items which are not budgeted for, the form should be forwarded to Treasurer for review and the Executive Committee for approval.	Executive Director
2.2 Review and approval of purchase requisition	
1) Check the purchase against annual budget to ensure that the item is budgeted for. 2) If item is not budgeted for, forward the form to the Executive Committee for approval.	Executive Director/ Honorary Treasurer
2.3 Sourcing for quotations	
<i>Purchase of items <u>above</u> *\$1,500</i>	
<i>*For purchases below \$1,500, sourcing for quotations is not required.</i>	
<i>*For purchases made from preferred vendor list, refer to Section 2.5 for procedures for waiver of quotations.</i>	
1) Prepare email to vendors to request for quotation. The email should encompass the following information*: a) Item of purchase b) Quantity c) Specification d) Proposed date of delivery *The information list given is not exhaustive. Additional details can be added if necessary.	Executive Director

Description of Procedures	Responsible Person
2) Send email out to vendors and print out a copy for filing.	
2.4 Evaluating vendor's quotations	
<p><i>Purchase of items between \$1,500 to \$50,000</i></p> <p><i>*For purchases below \$1,500, sourcing for quotations is not required.</i></p> <p><i>*For purchases made from preferred vendor list, refer to Section 2.5 for procedures for waiver of quotations.</i></p>	
1) Consolidate the quotations from vendor's replies. 2) Select the best vendor and propose to the Executive Committee for approval. 3) If best vendor selected is not based on lowest price, provide reasons for the selection to the Executive Committee. 4) Forward the quotations to the Executive Committee.	Executive Director
5) Review the quotations against the selected vendor. 6) Approve the selected vendor if the reasons provided is valid.	Executive Committee.
7) Print the evidence of approval and file together with the quotations and purchase requisition form. 8) Proceed to contact vendor to initiate purchase.	Executive Director
<i>Purchases above \$50,000</i>	
9) Forward tender documents (including quotations) from vendor to the Tender Evaluation Committee.	Executive Director
10) Review the quotations and additional information provided by the vendors. 11) Determine if more information is required. <ul style="list-style-type: none"> a) If more information is required, forward the information needed to the Executive Director to follow up. b) If not, proceed to step 12. 12) Determine if a meeting should be set up with the vendor to understand more. <ul style="list-style-type: none"> a) If a meeting is required, request for the Executive Director to set up meeting. b) If not, proceed to step 13. 13) Select vendor and forward the meeting minutes documenting reasons and evidence of approval to the Executive Director.	Tender Evaluation Committee

Description of Procedures	Responsible Person
14) Refer to step 7 and 8.	
2.5 Waiver of Quotations	
<i>For purchases prescribed in Policy Section 2.0, point 5</i>	
1) Raise a Waiver of Quotation Form (PP-D02) in the following situations: <ul style="list-style-type: none"> a) Purchases made from vendor on Preferred Vendor List. b) Purchases of proprietary product or from sole distributor. c) Difficulty in obtaining 3 quotations. 2) Forward the completed form to the Executive Committee for review and approval prior to purchase.	Executive Director
3) Review and approve the request. 4) Sign on the Waiver of Quotation form as evidence of review and approval.	Executive Committee
5) File the Waiver of Quotation forms together with other documents related to this purchase.	Executive Director
3.0 Purchasing	
3.1 Updating Vendor Master File	
1) Update the following information about new Vendor in the Vendor Master File: <ul style="list-style-type: none"> a) Name of Vendor b) Product/Services provided by Vendor c) Contact information 2) Forward the Vendor Master List generated from system to the Executive Director for review.	Outsourced Accountant
3) Review the file against purchases made in the month to ensure completeness and accuracy of records received. 4) Sign on the Vendor Master List as evidence of review. 5) File the Vendor Master List.	Executive Director
3.2 Raising Purchase Order	
1) Inform Support Staff to raise *Purchase Order once purchase is approved. *As stated in the policy, the purchase order is raised only in the following	Executive Director

Description of Procedures	Responsible Person
situations: <ul style="list-style-type: none"> • Purchase of items to be donated to nursing home. • Purchase order is requested by vendor. For other purchases, verbal order is placed directly to vendor. Refer to Step 3.3 for details.	
2) Prepare purchase order (PP-D03) based on purchase order template maintained in Microsoft Word. 3) Print out purchase order and forward to the Executive Director for review.	Support Staff
4) Agree the vendor's information and purchase information on the purchase order to quotation. 5) Forward purchase order to Honorary Treasurer and either President or Vice President for approval. 6) Forward approved purchase order to support staff.	Executive Director
7) Make a copy of the purchase order. 8) Send one copy to the vendor and file the other copy of the purchase order.	Support Staff
3.3 Making direct purchase	
1) Call vendor after receiving approval from authorized persons. 2) Secure order from vendor. 3) Request vendor to fax over order confirmation letter.	Executive Director
4) File the confirmation letter with other purchasing documents. 5) Track the purchase via recording the delivery date and order confirmation date on the Purchase Requisition Form and calendar.	Support Staff
4.0 Payments Processing and approval	
4.1 Processing Payment	
1) Check invoice received against delivery order, purchase order/confirmation letter from vendor. 2) If no discrepancies are found, prepare cheque and Payment Voucher (PP-D04). 3) Forward cheque, payment voucher and supporting documents to the authorized signatories for review and approval.	Executive Director



Description of Procedures	Responsible Person
4) Agree amount and payee on cheque to payment voucher and supporting documents. 5) Check that original invoice is submitted. 6) Sign on cheque and payment voucher if no discrepancies are found as evidence of approval. 7) Forward cheque, payment voucher and supporting documents to Executive Director.	Authorised Signatories
8) Check that cheque has been signed by 2 authorised signatories. 9) Forward cheque, payment voucher and supporting documents to Support staff for payment, recording and filing.	Executive Director
10) Send cheque to vendor. 11) Invalidate all supporting documents with "Paid" stamp. 12) Update Income and Expenditure Record (PP-D05) to record payment made. The following details should be recorded: <ul style="list-style-type: none"> a) Date b) Vendor's Name c) Invoice number d) Bank e) Cheque Number f) Payment Amount g) Details of payment 13) File the documents to facilitate payment recording.	Support Staff
4.2 Recording payment in accounting records	
1) Agree the entries in the Income and Expenditure Record to the supplier's invoice received. 2) If no discrepancies are found, inform outsourced Accountant that the records are ready to be updated. 3) Forward file to the outsourced Accountant for recording. 4) Refer to FIN-RR-01 Section 6.0 for procedures to review records maintained by outsourced Accountant.	Executive Director

Description of Procedures	Responsible Person
5.0 Preferred Vendor Selection	
5.1 Adding Vendor on Preferred Vendor List	
1) Propose the vendor to be added to Preferred Vendor List if the services provided by the vendor were consistently good. 2) Complete the Preferred Vendor Assessment Form. 3) Forward the form to the Executive Committee together with supporting documents for review and approval.	Executive Director
4) Review the form and the supporting documents. 5) If the reasons given are valid, approve the request to add vendor on Preferred Vendor List. 6) Forward form and supporting documents back to Executive Director.	Executive Committee
7) Ensure that Executive Committee has signed on the form as evidence of approval. 8) Forward the forms and supporting documents to Support Staff.	Executive Director
9) Update the Preferred Vendor List based on the details documented on the form. 10) File the form together with the supporting documents.	Support Staff
5.2 Review completeness and accuracy of list	
1) Request for the Preferred Vendor List together with supporting documents. 2) Agree the list to the supporting documents to ensure that all vendors listed are accurate and complete. 3) Sign on the List and date the list as evidence of review. 4) Forward the list and supporting documents back to support staff.	Executive Director
5.3 Annual evaluation of existing Preferred Vendors	
1) Evaluate the service provided by Preferred Vendor using the Preferred Vendor Evaluation Form. 2) Obtain quotations from other vendors as well as range of services provided as supporting documents. 3) Propose if the Preferred Vendor should be removed from the Preferred Vendor List. 4) Forward the Vendor Evaluation form to the Executive Committee for	Executive Director

Description of Procedures	Responsible Person
approval.	
5.4 Review and approve results from evaluation	
5) Review the evaluation form. 6) Approve the proposed action if valid reasons are given. 7) Forward the form back to the Executive Director.	Executive Committee
5.5 Updating Preferred Vendor List	
8) Check if approval was given by Executive Committee. 9) Request for support staff to make amendments to the list if necessary. 10) If there are no amendments to be made, forward the forms to the support staff for filing.	Executive Director
11) If amendments are required, perform the following steps: a) Update the Preferred Vendor List according to the forms. b) Update revised date of document. c) Print out the Preferred Vendor List. d) Forward List together with supporting forms and documents to Executive Director for review and approval.	Support Staff
12) Agree the approved amendments to the updated Preferred Vendor List. 13) If no discrepancies are found, sign on the updated list and forward to the support staff for filing.	Executive Director
6.0 Related Party Transaction	
6.1 Conflict of Interest Declaration	
1) At 1 January each year, send out Conflict of Interest Declaration Form (PP-D06) to all Executive Committee members and staff. 2) Indicate the deadline for submission. 3) Prepare a checklist for tracking of completed forms received.	Executive Director
4) After completed forms are received, check that all fields on the form are completed. 5) Indicate 'Yes' on the checklist to track the number of forms not received. 6) If there are outstanding forms 1 week after deadline, inform Executive Director to follow up.	Support Staff

Description of Procedures	Responsible Person
7) Call up Executive Committee members who have yet to submit their forms. 8) Monitor the checklist on a daily basis to ensure that all forms are received by end of February.	Executive Director
9) File the forms received.	Support Staff
6.2 Recording of related party transactions	
1) If a related vendor was selected, document the name of the person the vendor is related to and their position. 2) Make a copy of the invoice and file in a separate file for record keeping. 3) Alert outsourced accountant and external auditors of such transactions. 4) Check that the related party transactions are disclosed in notes to financial statements at year end.	Executive Director
7.0 Maintenance of Bank Accounts	
7.1 Opening of Bank Account	
1) Convene meeting to approve opening of bank account. 2) Pass a Board Resolution to document the decision.	Executive Committee
3) Complete Bank Account Opening Application Form. 4) Request for signature from Bank Signatories on Bank Account Opening Application Form. 5) Submit form to the Bank and file a copy of the Bank Account Opening Application Form.	Executive Director
7.2 Closing of Bank Account	
1) Convene meeting to approve closing of bank account. 2) Pass a Board Resolution to document the decision.	Executive Committee
3) Complete the Bank Account Closing Form. 4) Request for signatures from all authorized signatories. 5) File a copy of the approved form in file and submit the original copy to the bank for processing. 6) Receive final bank statement and file.	Executive Director
7.3 Changing of Bank Signatories	



Description of Procedures	Responsible Person
1) Convene meeting to approve changing of bank account signatories. 2) Pass a Board Resolution to document the decision.	Executive Committee
3) Complete Bank Account Amendment Form. 4) Request for signatures from all authorized signatories. 5) Submit form to the Bank and file a copy of Bank Account Amendment Form in the Bank File.	Executive Director
8.0 Petty Cash Management	
8.1 Request for replenishment of petty cash float	
1) At the end of each month, print out monthly petty cash record (PP-D07). 2) Submit record together with petty cash vouchers and supporting receipts to the Executive Director.	Support Staff
3) Agree details on the record to Petty Cash Vouchers (PP-D04) and supporting receipts. 4) Request for support staff to perform physical cash count witnessed by the Executive Director. 5) Sign on the record as evidence of review. 6) Prepare cash cheque based on amount to be replenished. 7) Forward record with petty cash vouchers and supporting receipts as well as cheque to the Honorary Treasurer and one more authorized signatory for review and approval.	Executive Director
8) Agree details on record to petty cash vouchers and supporting receipts. 9) Sign on the cheque as evidence of approval and forward cheque with supporting documents to another authorized signatory for review and approval. 10) Forward the cheque and supporting documents to the Executive Director.	Treasurer
8.2 Replenish Cash	
1) Withdraw the amount to be replenished based on cash cheque. 2) Hand the cash to the support staff. 3) Sign on the petty cash voucher as evidence that cash has been handed over to the support staff.	Executive Director
8.3 Update petty cash record	



Description of Procedures	Responsible Person
1) File the petty cash voucher. 2) Update the petty cash record.	Support Staff
8.4 Processing petty cash claims	
1) Agree the details on the petty cash voucher to the receipt. 2) Check that receipt submitted is original. 3) Check that claim falls under the categories stated in the policy. 4) If no discrepancies are found, pay claims to staff. 5) Request staff to sign on petty cash voucher as evidence of receipt.	Support Staff
8.5 Updating petty cash record	
6) Refer to 8.3 for steps to update petty cash record.	Support Staff
8.6 Updating accounting records	
1) At the end of each quarter, submit the petty cash records together with supporting documents to the outsourced accountant. 2) Refer to FIN-RR-01 Section 6.0 for procedures to review the records maintained by the outsourced accountant.	Executive Director



DOCUMENT LIST

No.	Document Name	Document Ref No.
1.0 Reporting and Disclosure		
<i>Not Applicable</i>		
2.0 Purchase Requisition and Recording		
1.	Purchase Requisition Form	PP-D01
2.	Waiver of Quotation Form	PP-D02
3.0 Purchasing		
1.	Purchase Order	PP-D03
4.0 Payments Processing and Approval		
1.	Payment Voucher/ Petty Cash Voucher	PP-D04
2.	Income and Expenditure Record	PP-D05
5.0 Preferred Vendor Selection		
<i>Not Applicable</i>		
6.0 Related Party Transaction		
1.	Conflict of Interest Declaration Form	PP-D06
7.0 Maintenance of Bank Accounts		
<i>Not Applicable</i>		
8.0 Petty Cash Management		
1.	Petty Cash Record	PP-D07



PURCHASE REQUISITION FORM

PRF Number: _____ Date: _____

S/N	Description	Qty	Unit Price(\$)	Amount (\$) (incl GST)	Remarks
Total Amount (\$)					

Quotation Obtained	Name of Vendor	Amount (\$) (inclusive of GST)	Address/Tel/Fax
Vendor 1:			
Vendor 2:			
Vendor 3:			

Vendor selected: _____

Reason(s) for selection of deviation:

Requested by/Name: _____ Signature: _____

To be completed by Approver

Item Requested within budget? Yes No

Approved by: _____

Name/Designation: _____

Signature: _____



WAIVER OF QUOTATION FORM

1. Value of Purchase(s) \$ _____ .
2. Name of proposed supplier or service provider _____
3. Description of Requirement: _____
4. Is this purchase from a named supplier a condition of Research Grant/Funding? **YES/NO**
 If YES, attach the list of equipment and supplier(s) and name of funding body
5. Has this requirement either been fully or partially the subject of any previous tender? **YES/NO**
6. If NO, did you take any steps to seek competition? **YES/NO**
7. If YES, give details below or If NO, state full reasons for using non competitive action:-

Is the Supplier A Preferred Vendor **YES/NO** (*delete as appropriate*)

If NO, provide details/copy of a supplier quotation which should include:

- commissioning, servicing or maintenance arrangements
- guarantees & warranties
- all licensing agreements (eg software)
- A value for money statement

Waiver request originator:

Management authorization:

Signed: Date: Print Name: Job Title	Signed: Date: Print Name: Job Title
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新加坡尿失禁医学会
SOCIETY FOR CONTINENCE (SINGAPORE)

Waiver Approved/Not Approved By Executive Committee

Signed:

Date:

Print Name:

Please note that single tender/quotation action must be properly recorded for audit purposes



PURCHASE ORDER



新加坡尿失禁医学会
 SOCIETY FOR CONTINENCE (SINGAPORE)

Affiliation: National Council of Social Service (Singapore), International Continence Society (UK), Association of Continence Advice (UK)

25th Feb 2008

Ms Susan Koh
 Product Manager – TENA
 SCA Hygiene Singapore Pte Ltd
 No. 30, Old Toh Tuck Road
 #05-07, Sembawang Kimtrans Logistics Centre
 Singapore 597654

Dear Ms Susan

Re: PURCHASE ORDER

We would like to order the following items and as per the delivery instructions:

	Home	Item	Qty	@ Price	Total
1)	Ju Eng Home for Sr Citizen	Adult diapers (L)	280 pcs	@0.62	173.60
		Adult diapers (M)	720 pcs	@0.45	324.00
2)	St Theresa's Home	Adult diapers (L)	2,800 pcs	@0.62	1,736
		Adult diapers (M)	5,600 pcs	@0.45	2,520
Total:					4,753.60

Bill will be settled upon receipt of items at the respective nursing homes. Deadline for delivery of goods will be 29 February 2008.

For further clarification please do not hesitate to contact the undersigned.

Yours sincerely

Ms Rani Vadiveloo
 Executive Director





PAYMENT VOUCHER/PETTY CASH VOUCHER

- PAYMENT VOUCHER
- PETTY CASH VOUCHER
- CASH VOUCHER

Voucher No:

Date :

PAY TO: _____

DESCRIPTION	AMOUNT
A/C :	Cash / Cheque No.: \$

The Sum of Dollars :

.....



Payment Approved by :

Received by :

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INCOME AND EXPENDITURE RECORD

Date	Particulars	Inv.no	Bank	Check No	Withdrawal	Deposit	Balance	Detail
01-May	Balance b/f						455,548.53	
	IRAS	0990985S			155.00			Giro
02-May	Indo Sino Trade Pte Ltd		BOI	301626		3,900.00		Rental for the mth of May '08 @Tong Eng Bldg
05-May	Singapore Nurses Association	SNJ058/2008SNA	DBS	001220	1,500.00			Insertion of New Dimension with SN Journal in Jan 2008
	Caber Management Consultants	CMC/5014/2008	DBS	001221	10,681.15			Management services charge
	Parkway Hospital Singapore Pte Ltd	13591	DBS	001222	321.00			Payment for AGM Auditorium Booking
	Galaxy Insurance Consultants Pte Ltd	DN080000127	DBS	001223	2,835.50			Insurance coverage for board members
	Petty Cash		DBS	001224	582.55			Expenses for May 08 & Rental of Rahim's store
07-May	Direct Donation		SC	399608		200.00		
09-May	Donation (CFR)					12,000.00		Roel Marketing's collection
12-May	Tuas Power Supply Pte Ltd	T00017205			95.18			Payment for May '08 (Giro)
14-May	Changi General Hospital (CGH)	3100000150			479.36			Rental @CGH (Giro) for May 08
14-May	Pacific Internet	18594286			147.30			Giro
20-May	SCA Hygiene S'pore Pte Ltd	007/08	CITI	581069		2,000.00		Payment for In-service training on UI (Feb-April 08)
26-May	Donation (CFR)					12,300.00		Roel Marketing's collection
	Thomson Shin Min Foundation		UOBL	817058		5,000.00		Education Grant (Under Roel Mktg)
	CPF Board				1,392.00			Giro
	Roel Marketing Services	RMS/9263/2008	DBS	001238	5,190.00			Payment of Roel's commission
	Roel Marketing Services	RMS/9262/2008	DBS	001227	3,600.00			Payment of Roel's commission
	Caber Management Consultants	CMC/5015/2008	DBS	001239	4,395.00			Management services charge
	Bez Secretarial Services	BEZ/08/385	DBS	001228	612.00			Payment for temp staff's salary
	Yaweh Secretarial Services	012/08	DBS	001237	2,500.00			Designing of digital layout & cd for new dimension
	Singtel	0043	DBS	001230	8.92			Payment of tel. Bill
	Vadiveloo Jagathambal		DBS	001234	3,198.00			Salary for May 2008
	K S Teawani		DBS	001235	110.00			Cleaning Services for May 08
	Toon Ai Choon Elaine		DBS	001251	1,060.15			Salary for May 2008
	Trident Pharm Pte Ltd	TP08/04/0361	DBS	001226	2,801.65			Purchase of wheelchairs for nursing homes
	Panasonic	CC-04762	DBS	001225	72.70			PhotoCopy charge
	Pontiac Land Pte Ltd	RD10014439			3,825.00			Payment of Rent & Service Charge - Giro
	Pontiac Land Pte Ltd	RD10014439	DBS	001229	267.75			GST of Rent & Service Charge
	Nurse Wee		DBS	001233	250.00			Payment of assistance on 31/5/08@ Villa Francis
30-May	SCA Hygiene S'pore Pte Ltd	009/08	CITI	581074		2,500.00		Advertisement for New Dimension (Jan-June 08)
	SCA Hygiene S'pore Pte Ltd	010/08	CITI	581073		2,000.00		In-service training on UI (May - Oct 2008)
					46,080.21	39,900.00	449,368.32	



CONFLICT OF INTEREST DECLARATION FORM

SOCIETY FOR CONTINENCE (SINGAPORE)

CONFLICT OF INTEREST DISCLOSURE FORM

Conflict of Interest Disclosure Statement

With regard to my voluntary service as _____ of the Management Committee the Society for Continence (Singapore), I have the following potential conflict of interest to report :

- I am affiliated* to another charity?
- Affiliated to any vendor, supplier, or any other party providing or bidding for providing services, having a direct or indirect interest in any business transaction(s), agreement, investment with Society for Continence (Singapore).
- Having any business dealings or transaction with a vendor, supplier or any other party which could result in benefit to me.
- I or person(s) I have affiliation with have interest in purchasing services from Society for Continence (Singapore).
- Affiliated to any staff of Society for Continence (Singapore).
- Affiliated person(s) is involved is a party to or have an interest in any pending legal proceedings involving Society for Continence (Singapore).
- Others : _____

Please elaborate on the potential conflict arising from the above situation with regards to the transaction concerned (e.g. nature of service/transaction, if affiliated person involved, the identity of the affiliated person and your relationship with that person) :

I hereby confirm that the disclosure made above are complete and correct to the best of my information and belief. I shall not be participating in the discussion and decision making of this matter. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with the conflict of interest policy, I will notify [the board chair or vice-chair] immediately.

 Signature

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SOCIETY FOR CONTINENCE (SINGAPORE)

Name & Designation

Date

* Affiliated refers to the following : Spouse, domestic partner, child, mother, father, brother or sister or close associates; any corporation, business or non-profit organisation of which you are serve as staff, officer, board member, partner, participate in management or are employed by; any trust or other estate in which you have a substantial interest or as to which you serve as a trustee or in a similar capacity.

