

**INTERNAL FINANCIAL CONTROL FRAMEWORK
UNDER
ACCOUNTS MANUAL**



ন্যাশনাল ডেভেলপমেন্ট প্রোগ্রাম-এনডিপি

এনডিপি ভবন, বাগবাড়ী, শহীদনগর, কামারখন্দ, সিরাজগঞ্জ।

ফোনঃ ০৭৫১-৬৩৮৭০-৭১; ফ্যাক্সঃ ০৭৫১-৩৮৭৭

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- z) NDP share its cost between of micro-credit and other program.
- aa) The transaction processes of NDP will be implementing through bank for significant amounts excluding saving returns, loan disbursement or meeting minutes.
- bb) Yearly ratio analysis will prepare for sustainability analysis:
One example has mentioned for clear understanding:

Sl. No.	Particulars	PKSF Standard	Current Year 2015-2016	Last Year 2014-2015	F.Y. 2013-2014
1	Debt to Capital Ratio	Max 9:1	1.86 : 1	2.28:1	2.47:1
2	Capital Adequacy Ratio	Min 10%	37.29%	31.78%	30.46%
3	Debt Service Cover Ratio	1.25:1	6.27:1	6.67:1	5.40:1
4	Current Ratio	Min 2:1	2.25:1	2.12:1	2.00:1
5	Liquidity to Savings Ratio	Min 15%	10.14%	10.94%	12.12%
6	Rate of return on capital	Min 1%	28.84%	28.52%	33.27%
7	On Time Recovery	Min 92%	99.63%	99.31%	98.35%
8	Cumulative Recovery Rate (CRR)	Min 95%	99.91%	99.44%	99.84%

Note: Time to Time/Up-date policy of MRA shall be followed.

04.Chapter –IV Accounting Books of records

4.0 General

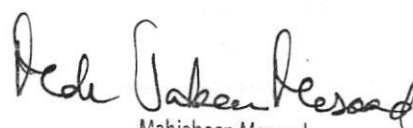
The accounting books and registers are important for recording financial transactions. These books and registers are treated as documentary evidence of financial transactions. The Finance & Accounts department of NDP shall maintain necessary books of accounts and registers for recording the financial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

The books of accounts registers are important documents which should be maintained and preserved for proper documentation. Correction entries will be initialled by an authorized person. Depending on the needs of the organization, the organization should maintain the following standard books of records:

Sl. #	Description	Maintained by	Checked by
1.	Control Cash Book	AM (F&A)	DM (F&A)
2.	Control Ledger Book/ General Ledger	AM (F&A)	Mag. (F&A)
3.	Project/Programme wise Cash Book	AM (F&A)	DM (F&A)
4.	Project/Programme wise Ledger Book/ Transaction	AM (F&A)	DM (F&A)
5.	Daily Petty Cash Statement	ACC	AM (F&A)
6.	Receipt/ Credit Voucher	AM (F&A)	DM (F&A)
7.	Payment/ Debit Voucher	AM (F&A)	DM (F&A)
8.	Journal Voucher	AM (F&A)	DM (F&A)

9.	Cheque Register	ACC	AM (F&A)
10.	Salary Register-(Expect Bank Transfer)	ACC	AM (F&A)
11.	Fixed Asset Register	AM (F&A)	DM (F&A)
12.	Vat Register	ACC	AM (F&A)
13.	Bill Register/Voucher Documents	AM (F&A)	DM (F&A)
14.	TDS Register	AM (F&A)	DM (F&A)
15.	Advance Register	AM (F&A)	DM (F&A)
16.	Attendance Register	Admin Asst.	H.A
17.	Leave Register	Admin Asst.	H.A
18.	Staff Trip / Movement Register	Admin Asst.	H.A
19.	Training Register	Training Asst.	H.A
20.	Fund Register	ACC	DM (F&A)
21.	Asset movement Register	Log	AM (F&A)
22.	Inventory Register	Log	AM (F&A)
23.	Log Book	Driver	L.O
24.	Fuel Consumption Register	Driver	L.O
25.	FD-6, FD-2, and all NGO Bureau reporting	Admin Off	HOF
26.	Monthly financial statements including budget variance statements	AM (F&A)	DM (F&A) /Mag. (F&A)
27.	Quarterly financial statements including budget variance statements	AM (F&A)	DM (F&A) /Mag. (F&A)
28.	Yearly financial statements including budget variance statements	AM (F&A)	DM (F&A) /Mag. (F&A)
29.	Fund request and forecast to Donors	AM (F&A)	DM (F&A) /Mag. (F&A)
30.	Bank Correspondence	AM (F&A)	DM (F&A) /Mag. (F&A)
31.	All Correspondence with donors	DM (F&A) /Mag. (F&A)	HOF
32.	All Correspondence with NGO Affairs Bureau	DM (F&A) /Mag. (F&A)	HOF
33.	All Correspondence with government agencies and NBR	DM (F&A) /Mag. (F&A)	HOF
34.	Other	DM (F&A) /Mag. (F&A)	HOF

Note: Maintained by, Checked by both responsibility are depended by available staff's in Project/Program. Where one staff is recruiting in Project/Program here all activities shall be done by him with the assisting of Accounts Department-Head Office.

The abbreviation used in the table stated in full as follows:

AM (F&A) -	Assistant Manager (Finance and Accounts)
DM (F&A) -	Deputy Manager (Finance and Accounts)
Mag. (F&A) -	Manager (Finance and Accounts)
ACC -	Accountant
HOF -	Head of Finance
H.A -	Head of Admin
Log -	Logistic
LO -	Logistic Officer

There should be inclusion of bill/invoice and voucher in serial number 1 (for individual FY) to be maintained by Accountant/Accountants Assistants and checked by Finance Officer/ Finance Manager/ Assistant Manager (F&A).

The details write up for this clause will be as follows:

The respective accountant personnel will verify all the bill and vouchers before making any payments and in case of any conclusion arising thereto, the Main Accountant-Project/Finance Manager / Head of Finance will give the final decision.

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

Transaction – cash and non cash	Frequency
Adequacy of documents of transaction	As and when it takes place
Approval of transaction	For each transaction
Receipt voucher	For each transaction
Posting to cash book	For each transaction
Balancing to cash book	Daily Basis
Obtaining of book balance confirmation	Daily Basis
Preparation of bank reconciliation statement	Monthly Basis
Journal voucher	Monthly Basis/Need base
Adequacy of document of Journal voucher	As and when it takes place
Posting to all types of ledgers	For each transaction
Balancing of all ledgers	Daily Basis
Posting of fixed asset register	Daily Basis
Posting to inventory register	As and when it takes place
Posting and balancing of advance register	As and when it takes place
Preparation of Trial Balances	As and when it takes place
Preparation of financial statements	Monthly/Quarterly/Yearly Basis
Budget variance statement	Monthly/Quarterly/Yearly Basis
Others Activities	Monthly/Quarterly/Yearly Basis

4.1 Control Cash Book

The Cash book, either maintained software or by manually, is used to record all transactions made in cash or through bank, it is used to record 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 Finance Officer/ Finance Manager/Branch Manager/Head of Finance/Head of Micro credit 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 verify physical cash in hand. The Accounts Officer and Finance Officer/ Finance Manager Approving Officer must sign the Cash Book if it is agreed with the amount physically found.

4.2 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 entry ensures that all the expenditures have been posted in the ledger.

4.3 Project wise cash book

These are maintained separately for each individual project/Program/Fund in the Head Office or Project/Program Office.

4.4 Project wise ledger book

These are maintained separately for each individual project.

4.5 Petty Cash Statements

A petty cash account, not exceeding BDT 50,000 (BDT Fifty thousand only) for the Head Office and BDT 10,000 (BDT Ten thousand only) for the Area Office/Project/Program/Branch's should be maintained for small day to day expenditures. A reliable person not involved in procurement should maintain the Petty Cash Book. Petty Cash Voucher and Petty Cash Book must be maintained in the same format as Payment Voucher and Cash Book described earlier. When the Petty Cash Advance is exhausted, Payment Voucher with supporting documents attached and Petty Cash Book should be produced to the Finance Officer /Area Manager/Coordinator for verification. If satisfied, Finance Officer /Area Manager should sign the Petty Cash Book, replenish the Petty Cash Advance, and transfer of Petty Cash Expenditures to the main accounting system.

4.6 Receipt/ 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 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.

4.7 Payment/ Debit Voucher

Any amount paid in cash on account of including expenditure, purchase of assets, purchase of inventory, settlement of accounts or any other payment made by **NDP** 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 **NDP** shall be considered as bank payment transactions. All payment transactions shall be accounted for through Debit Voucher.



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Executive Director

National Development Programme (NDP)



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Chairperson
National Development Programme-NDP

4.8 Transfer Voucher

All banking transaction will be accomplished through transfer voucher or debit/credit system.

4.9 Journal Voucher

Journal voucher is organized 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 adjustment or transfer of general ledger account balances shall be recorded through Journal Voucher.

Preparation of Journal voucher is necessary to record the posting of all financial transaction 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 inventory 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
- Accrual basis
- Previous entry

Adjustments are required at the end of financial reporting periods (quarterly/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 accruals and exclusions of advances are required to reflect the financial position of NDP for the period concerned and to compare actual financial performance levels with those budgeted. These adjustments/ accruals are made through journal voucher.

4.10 Cheque Register

This register shall be maintained by the Finance Department for recording information relating to issue of cheques. It contains information such as voucher number, cheque requisition number, cheque number, date of issue, name of bank, bank account number, amount etc.

4.11 Salary Register and/ or Salary Sheet

NDP shall maintain a register or salary sheet for recording staff salary payment. It will contain the name of recipient of salary, designation and number of working hours (if needed), basic salary, house rent, medical allowance, transportation allowance, income tax, salary deduction and other relevant information.

4.12 Fixed Asset Register

All fixed assets acquired shall be recorded in Fixed Assets Register. The Fixed Assets shall be physically verified at the end of each year, results should be reconciled with the Fixed Asset Register and short/ excess. if any, shall be adjusted in the book of accounts. Disposal of any asset must be recorded in the appropriate column of the register. Description on fixed assets will be recorded in the Fixed Asset Register in appropriate column.



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4.13 VAT Register

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

4.14 Bill, Voucher Documents

Bill/ Invoice, Voucher documents shall always be maintained by the Head Office and the branches/Project/Program to control over the procurement which relates to payment, Tax/VAT deduction and documentation. The receiving date, vendors name, item, quantity and project name should be mentioned in the documents.

4.15 Tax Deduction at Source (TDS) Register

NDP Head Office and its branches shall always maintain TDS register to ensure control over deduction of income tax at source from payment. The deductions may be from the salary of staff members, suppliers, consultants etc. The deducted amount should be deposited Government Exchequer within the stipulated time.

4.16 Advance Register

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

4.17 Attendance Register

NDP 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 (if needed).

4.18 Leave Register

This register will be maintained to record the leave availed by the staff members. This will contain information regarding name of staff, date and duration of leave, purpose and nature of leave etc.

4.19 Staff Trip and Movement Register

Movements of NDP staff will be record in this register. This will be contain information e.g. name of position of staff, date and time of departure, return, duration, purpose, signature of the staff, remarks, etc.

4.20 Training

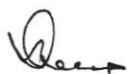
The Training Register shall be maintained by the Training Cell of NDP Head Office. This will be contain information e.g. name of employee, designation, project name, training particular, duration, venue and sponsor of the training (donor or NDP)

4.21 Fund Register

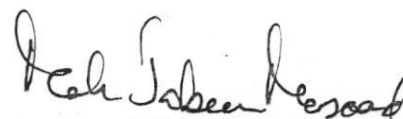
The Fund Register shall be maintained by the NDP Head Office and Branches/Project/Program. This will be contain information e.g. name of the donor, project name, project duration, Amount received time to time, project phase and others.

4.22 Asset Movement Register

This will be used to record the movement of the assets of the organization from one location to another, containing details of the item, identification number, original location, new location, purpose of movement, gate pass number and date of return etc.



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4.23 Inventory 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 receipt or SRF uses.

4.24 Log Book

NDP shall maintain a Log Book for each individual vehicle recording the movement and usage of vehicles, operating hour, distance traveled, time of departure, time of arrival and other relevant information, prepared by the driver and checked by the user. It should be prepared for checking the mileage and fuel consumption that must be needed for controlling fuel bills.

4.25 Fuel Consumption Register

For controlling the use of fuels, the transport supervisor or the administrative officer of NDP shall maintain the register and update the same regularly.

4.26 Reporting and Correspondence with NGO Affairs Bureau (if needed)

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.

4.27 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 book and records maintained. Such statements will contain. As a minimum, Balance Sheet, Income & Expenditure Statement, Receipts & Payments Statement, Budget Variance statement, Explanatory notes and schedules, Cash & Bank balance and Bank reconciliation. These will be properly checked, approved and maintained in file.

4.28 Financial Reports to donor 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 with respective donors and will maintain files for such reports and other correspondence.

4.29 Bank Correspondence

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

4.30 Correspondence with government agencies and NBR

The Organization will maintain files for all correspondence with National Board of Revenue (NBR) and other regulatory agencies.

4.31 Others

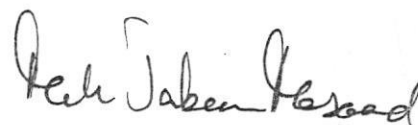
The Organization will maintain **such** other books, records and other documents as considered necessary and appropriate for their purpose.

4.32 Suspense A/c:

The Organization will maintain suspense account for non identify money receipt to bank, cheque deposit to bank for NDP other's project/program, for staff theft, for loan collection staff but not deposit to account and mathematically proved of Trail balance. For this recording approval and noted of record of management will be needed.



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05.Chapter- V Responsibility of the Finance and Accounts Department and Internal Controls (Authorization of Expenditure)

5.1 Management Responsibility for the financial statement preparation:

The responsibility of preparation of financial statements rests with the management. The Head of Finance will be responsible for the overall accuracy and authenticity of the financial statements and the accounting and other books and records on the basis of which such statements are prepared.

The Head of finance/Deputy Director (F &A)/Manager (F&A)/Deputy Manager (F&A)/ Assistant Manager (F&A)/Accountant have overall responsibility for maintaining the accounting system and books of records. He/she is required to discharge the responsibility through a proper and efficient system ensuring effective internal controls, segregation of duties and supervisory controls.

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

Any 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 them.

5.2 The Finance and Accounts (F &A) Department:

The Finance and Accounts (F&A) Department is headed by the Head of Finance/Deputy Director (F&A) and is directly responsible to the Executive Directors. The department is responsible for keeping proper records of all financial transaction and for preparing various management and financial reports as well as give necessary advice and assistances in the efficient and effective management of the organization. This department will also monitor the accounts of project/program/branches and help them to keep these records as per organization requirements.

5.3 Internal Controls:

Internal Control is a means/process by which an organization's resources are directed, monitored and measured.

5.3.1 Power of Attorney (POA):

A legal document that allows one to delegate power to other staff. POA comes from constitution or executive committee. Only the person who has POA can delegate the authority to others.

5.3.2 Delegation of Authority (DOA):

A document listing the tasks assigned to some position allowing him/her to perform the duties.

- ❖ Delegation of authority cannot be transferred from one individual to another.
- ❖ The limit of authority should be clearly defined and documented.
- ❖ Executive Director/Manager should make the commitment and approve expenditures subject to Delegation of Authority Letter/Minutes/[Annexure] from appropriate authority (Executive Director/Executive Committee)

5.3.3 Segregation of Duties (SOD):

A control policy according to which no person should be given responsibility for more than one related function.

For example, the person responsible for purchasing should not also be responsible for its payment.

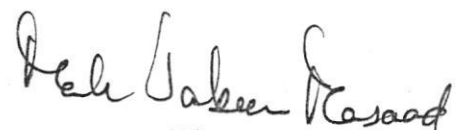
Management needs to establish and maintain a system:

- ❖ To ensure that no single employee has control over all phases of a transaction.



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- ❖ To verify and cross check by other officials.
- ❖ NDP needs to prepare a "Duty Matrix" [Annexure] for all key jobs function in the individual project/program.

5.3.4 Control over cash and bank :

Bank:

- ❖ Cheque book should be kept under lock and key. The key can not be kept to any of the signatories.
- ❖ All bank accounts must be operated by the joint signatories.

Petty Cash:

- ❖ Update and document the petty cash book daily.
- ❖ Surprise petty cash count and document it at least once in every two months.
- ❖ Maintain register (cash book, petty cash statement, advance, log etc)

Petty cash is discussed in detail in Chapter- IX Petty Cash Management.

5.4 Authorization of Expenditure:

a) Supreme Authority:

Executive Director or his/her authorized person/ As per Authorization Structure will authorize all kinds of transaction against appropriate Bill, Vouchers.

b) Making Payment:

Before making the payment Accountant/Cashier must have check against bill or invoice not Voucher whether minimum three persons valid signature including Executive Director or his/her authorized person/ As per Authorization Structure mandatory.

c) Proper Procedure for Authorization:

Every transaction must be properly authorized.

d) Authorization:

Authorization must be documented and the documentation must contain the signature or initials of a person who is entitled to authorize the transaction.

06. Chapter- VI Banking Operations

6.1 General

All receipts of money through cheque/Draft/Pay Order/Transfer Advice, bank account shall be debited and relevant source/income shall be credited. Cheque/Draft/ Pay Order shall be deposited into bank through deposit slip of the bank. General principle of NDP is to encourage all concerned to make receipts/payment through banks.

6.2 Opening of Bank Accounts

The Executive Committee of Organization is empowered to authorize opening and closing of any bank account in the name of the Organization for its transactions.


6.3 Mother Account


Fund and Grant received from any foreign source shall be deposited into Organization's Mother Account immediately.

6.4 Operational Bank Account

The Organization as envisaged in the constitution shall open project bank account in any scheduled bank for operation. The head office and each of the Branches, Project/Program of NDP will open separate bank account for each project in respective areas to run the project activities smoothly by


Name of Organization: National Development Programme-NDP		
Address: NDP Bhaban, Bagbari, Sahidnagar, Kamarkhanda, Sirajgonj-6700		
Authorization Structure		
TRANSACTION	AUTHORISED BY	LIMIT Tk.
Expenses Claimed by		
Executive Director	Executive Committee/Designated person/Head of Finance on behalf of EC as per EC Meeting decision	Up to Tk.500,000
	Executive Committee/Chairperson	Above Tk.500,000
Other Staffs:		
For Project/Program		
Bill's Signature Authorized Person	Project Manager/Program Manager/PC/Head of Project/Focal Point-Related Project/Assistant Director (Program)/Assitant Project Manager-Incharge PM	Up to Tk.75,000
	Head Of Finance & Accounts/Director	Tk.75,001 to Tk.100,000
	Executive Director/Executive Director-Incharge	Above Tk.100,000
For Micro Finance/Loan related activities excluding Social Development Project/Program		
For Micro Finance (All Branch, Area and Zonal Office)		
Bill's Signature Authorized Person	Branch Manager/ Branch Manager-Incharge	Up to Tk. 1,000
	Area Manager	Tk. 1,001 to Tk.10,000
	Zonal Manager	Tk. 10,001 to Tk.20,000
	Head Of Micro Finance/ Deputy Director/Head Of Finance & Accounts	Tk. 20,001 to Tk.100,000
	Executive Director/ Director	Tk. 100,001 to Tk.150,000
	Executive Director/Executive Director-Incharge	Above Tk.150,000
<p>Note: Office Rent, Electricity Bill, Purchase of Pass Book and Purchase from Head Office these related bill in any amount shall be approved by Branch Manager/Branch Manger-Incharge. All salaries sheet of Branch Office shall be approved by Deputy Director/Director. Bi-cycle loan will be approved by Head of Micro Finance.</p>		


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 Deputy Director (Finance & Accounts)
 National Development Programme (NDP)


 Md. Alauddin Khan
 Executive Director
 National Development Programme (NDP)


TRANSACTION	AUTHORISED BY	LIMIT Tk.
For Micro Finance (Head Office)		
Bill's Signature Authorized Person	Head Of Micro Finance/ Deputy Director/Head Of Finance & Accounts	Up to Tk.100,000
	Executive Director/ Director	Tk. 100,001 to Tk.150,000
	Executive Director/Executive Director-Incharge	Above Tk.150,000
Loan Approval Cilling For Micro Finance Programme		
Loan Approval Cilling For Micro Finance Programme	Branch Manager/ Branch Manager-Incharge	Up to Tk.20,000
	Area Manager	Tk. 20,001 to Tk.100,000
	Zonal Manager	Tk. 100,001 to Tk.300,000
	Head of Micro Finance/Executive Director	Above Tk.300,000
Fund Requisition to Head Office from Branch For Micro Finance Programme		
Fund Requisition to Head Office from Branch For Micro Finance Programme	Branch Manager/ Branch Manager-Incharge	Up to Tk.2,000,000
	Zonal Manager/Area Manager	Up to Tk.5,000,000
	Head of Micro Finance/Executive Director	Above Tk.5,000,000
TRANSACTION	PARTICULARS	AUTHORISED BY
All Voucher's Signature Authorized Person (Debit, Credit, Transfer, Journal Vocher)	All Vouchers For Project/Programme (Excluding Micro Finance Progm)	Project Manger/Programme Manager/Team Leader/Head of Project/Project In Charge
	All Vouchers For Micro Finance Progm- Branch Office	Branch Manager
	All Vouchers For Micro Finance Progm- Head Office	Head of Finance & Accounts/ Head of Micro Finance Program/ Deputy Director/Manager (Finance and Accounts)
	All Vouchers For General Fund, Training Centre and Others, Project running by Own Fund at Head Office	Executive Director/ Head of Finance & Accounts/Manager (Finance and Accounts)
TRANSACTION	PARTICULARS	AUTHORISED BY
All Bill's and Voucher's Signature Authorized Person	All Fund Payment and withdrawn from Bank	Executive Director
	All Bill's (Provident, Gratuity, Accident, Project Security Fund etc)	Executive Director


 Milon Kumar Ray
 Deputy Director (Finance & Accounts)
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TRANSACTION	AUTHORISED BY	LIMIT Tk.
(For Provident, Gratuity, Accident, Project Security Fund etc)	All Vouchers (Provident, Gratuity, Accident, Project Security Fund etc)	Head of Finance & Accounts/ Manager (Finance and Accounts)
SUBJECT	AUTHORIZED PERSON	REMARKS
Consolidated Budget (As per financial yearly)	Chairperson	At Annual General Meeting -AGM
Project/Program Budget (As per requirement)	Executive Director/Chairperson	At Project Proposal
Study Tour/External Tour at outside of Country	Chairperson will give approval for tour of Executive Director Executive Director will give approval for tour of Others Staff	By Meeting Minutes/Letter
Advance Payment against office rent	Executive Director	By Deed of agreement
Advance Payment against work order	Executive Director	By Procurement procedure Documents including work order.
Assets write off for project/program	Executive Director	Up to Tk.50,000
	Chairperson	Above Tk.50,000
Assets write off for Micro Finance Program	Decision of Executive Committee	By Meeting Minutes/Letter
Advance Salaries	Executive Director	By approved letter only for 16 days.
Legal action-Expenses against other party	Executive Director	Up to Tk.500,000
	Chairperson	Above Tk.500,000
Sales of Fixed Assets/Disposal of Fixed Assets	Chairperson	Any amount for own fund.
	Executive Director	Donation received from Donor up to Tk.01crore.
	Chairperson	Donation received from Donor above Tk.01crore.
Acquisition of Fixed Assets	For General Fund and Micro Finance Program :	Any amount for own fund.
	Executive Director	Up to Tk.1,000,000
	Chairperson/Executive Director	Above Tk.1,000,000 Meeting Minutes-EC is Need
	Others Project/Program/Branch office outside of Head office:	



 Milon Kumar Ray
 Deputy Director (Finance & Accounts)
 National Development Programme (NDP)


 Md. Alauddin Khan
 Executive Director
 National Development Programme (NDP)

TRANSACTION	AUTHORISED BY	LIMIT Tk.
	Head of Project/ Program	Up to Tk.50,000 Need Budget Provision
	Executive Director	Above Tk.50,000 Need Budget Provision
For Investment/FDR	Head of Finance	Up to Tk.5,000,000
	Executive Director	Tk.5,000,000 to Tk.10,000,000
	Chairperson	Above Tk.10,000,000
Loan paid to Project/Program from General and Own Fund	Executive Director	Up to Tk.5,000,000
	Chairperson	Above Tk.5,000,000
For donation paid, Tips/Baksis/ Office Bearing cost for file running etc.	Executive Director	Up to Tk.1,500,000
	Chairperson	Above Tk.1,500,000
Materials received and issued from Store	For General Fund and Micro Finance Program at Head Office:	
	Head of Finance	Up to Tk.50,000
	Executive Director	Above Tk.50,000
	Others Project/Program/Branch office outside of Head office:	
	Store Keeper/Resposibilty personr/Accountant	By SRF or signing in register.
Bank Operations	Two of three/ Joint Signatory	As per limitation
Bank Reconciliation	Accountant and Director/Manager	
Petty Cash Expenses	Manager/Director	
Purchasing	Review by Purchase Committee and Approved by Executive Director/Manager/Authorized Person	
Payroll Calculation	Accountant and Director/Manager	

Note: Authorization structure is not equal (limit Tk) for all project and program. It may be flexibility/different for individual project and program. When it will be flexibility/changable then one letter/memo will be need. This memo/letter will prepared by Head of Finance and approved by Executive Directore for each idividual Project/Program/Branch. Here additional information can be added for smooth functioning. For this purpose one memo/letter will be circulate from Head Office with appropriate signature and seal.


Md. Kumer Ray
Deputy Director (Finance & Accounts)
National Development Programme (NDP)


Md. Alauddin Khan
Executive Director
N.D. and Development Programme (NDP)