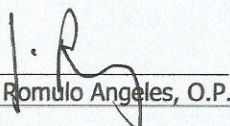


Procedure No:	ADM-PROC-FNR-0013
Procedure Title:	Preparation of Financial Statements
Related Policy:	ADM-POL-FNR-0014 Financial Statements Policy
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Finance and Resources Office
"Supersedes" Notification:	
Procedure Description:	This details the generation and approval of all financial statements produced by the Finance and Resources Department.
Areas of Responsibility:	Finance and Resources Office
Procedure Details:	<p>Step 1. The Bookkeeper gathers all the required documents for the preparation of the Income Statement, Balance Sheet and Statement of Cash Flow.</p> <p>Step 2. The Bookkeeper prepares six copies of the financial statements.</p> <p>Step 3. The Section Head of the Bookstore reviews the financial statements and prepares an Executive Summary Analysis.</p> <p>Step 4. The Section Head of the Bookstore forwards the financial statements to the Director of the Finance and Resources Department.</p> <p>Step 5. The Director of the Finance and Resources Department forwards the three financial statements to the Vice President for Financial Affairs.</p> <p>Step 6. The approved financial statements are forwarded by the Vice President for Financial Affairs to Office of the Rector and President.</p>
Procedure Approval Authority:	Director of the Finance and Resources Department
References:	<p>Executive Summary Analysis</p> <p>Income Statement</p> <p>Balance Sheet</p> <p>Statement of Cash Flow</p>
Definition:	
Help Page:	Finance and Resources Office
Prepared by:	Planning, Funding and Development Office
Approved by:	 Bro. Romulo Angeles, O.P.
Date of Approval:	

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