



Isla & Co

Isla & Co
Accounting Policy & Procedures
Manual

Table of Contents

Table of Contents	1
Introduction	3
Cash Handling and Receipting Policy	4
Purpose of the Policy	4
Scope.....	4
Responsibilities	4
Cash receipting	4
Depositing of cash.....	5
Safeguarding of cash.....	5
Bank Reconciliation Procedure	6
Petty Cash Policy.....	7
Purpose of the Policy	7
Scope.....	7
Petty Cash Float	7
Procedures.....	7
Accounts Payable Policy.....	9
Purpose of the Policy	9
Scope.....	9
Policy	9
Responsibilities	9
Segregation of Duties	9
Approvals Required.....	10
Procedures.....	10
New Customer Policy	12
Purpose of the Policy	12
Scope.....	12
Procedures.....	12

Customer Credit Limit Policy	14
Purpose of the policy	14
Scope.....	14
Procedures.....	14
Accounts Receivable & Invoicing Policy	16
Purpose of the Policy	16
Scope.....	16
Procedures.....	16
Debt Management Policy	20
Purpose of the Policy	20
Definition of Terms	20
Statements of Accounts	20
Reporting Accounts Receivables.....	20
Procedures.....	21
General Ledger Journal Entry Policy and Procedure.....	23
Purpose of the Policy	23
Scope.....	23
Definitions.....	23
Procedures.....	24
Financial Documents Filing and Saving Policy	26
Purpose of the Policy	26
Procedures.....	26

Introduction

The Isla & Co Finance Policy and Procedure Manual details the business's policies and procedures for managing financial transactions. It also provides guidelines for Isla & Co Pty Ltd to administer these policies and the correct procedures to follow.

Isla & Co Pty Ltd will keep all policies current and relevant. It will be necessary to modify and amend some sections of the policies and procedures or add new procedures occasionally.

Any suggestions, recommendations or feedback on the policies and procedures in this manual are welcome.

These policies and procedures apply to all employees.

Cash Handling and Receipting Policy

Policy Number: 1001

Policy Date: 01/01/2020

Purpose of the Policy

This policy sets out the requirements for the handling and receipting of cash.

Scope

This policy applies to Isla & Co employees who handle cash.

Responsibilities

Cash handling involves special security control measures that managers must continually monitor. An effective cash-handling process involves controls around receipting, reconciling, depositing and safeguarding cash and reporting variances and anomalies.

Cash receipting

Cash receipting, covered in this policy, encompasses the following:

- Accounting for cash as it is received. Cash received must be entered immediately via the point-of-sale system (POS) and placed into the cash drawer.
- Cheques received in the mail will be receipted via the POS system as soon as practical. All cheques received must be endorsed immediately (or as soon as practical) with a "not negotiable" stamp.
- EFTPOS transactions must be recorded concurrently with a corresponding entry in the POS system.

Pre-numbered receipts are to be provided for all cash received. Such receipts should be POS or computer-generated and pre-numbered. Copies of the receipts must be retained to support the daily cash collection totals.

Adequate separation of duties (collection, depositing and reconciling)

A clear separation of duties must be maintained at all times. The practice of maintaining a clear separation of duties includes:

- Employees responsible for collecting cash should not be responsible for banking cash into Isla & Co's bank account.
- Where practical, different employees should not work simultaneously out of the same cash drawer during a single shift.
- Employees should not process/receipt their own transactions under any circumstance.
- Refunds, Voids, 'No-Sale' and Cash Overs/Shortfall Transactions. All refunds, voids, 'no-sale' and cash discrepancies [additional cash/shortfall] transactions are to be

authorised by a manager - cash discrepancies occur where the physical cash holdings differ from that specified by the cash receipting system.

Depositing of cash

Cash must be deposited into **Isla & Co's** bank account on Monday, Wednesday and Friday. If necessary, the frequency of deposits can be increased to ensure the cash held on the premises does not exceed \$500.00.

Cash is to be deposited through a cashier at your nearest NAB branch. It is preferable, where practical, for employees who deliver the cash deposit to be escorted by another employee.

Safeguarding of cash

The safeguarding of cash relates to the processing, storing, and transporting of money and the safekeeping of keys and safe combinations.

Processing of cash

A secure area for processing and safeguarding funds received is to be used and restricted to authorised staff only. When cash is being counted by staff, it is to be conducted out of sight of the general public.

Storing of cash

All cash and cheques must be protected using a cash register or safe until deposited. Cash must be stored in the safe when it has to be held in an office or stored for any length of time. The cash drawer must be closed immediately after completing the transaction. All cash income should be held intact. Under no circumstances should deductions be made (i.e. to replenish petty cash floats) without the prior approval of the Manager Finance.

Keys and safe combinations

Keys to the cash register and safe should be given to a designated person, who should keep the keys secure and ensure they are not left unsecured in the office overnight. Sensible precautions should be taken to ensure that any room where cash is regularly stored is locked when unoccupied.

A register should also be kept that records the allocations of keys.

Related Policy - Invoicing Policy

Bank Reconciliation Procedure

A bank reconciliation must be completed monthly after receiving the bank statement. Before the reconciliation process, the Bookkeeper must ensure that all transactions up to the end of the bank statement date have been recorded in the accounting system.

1. Download the bank statements from the bank.
2. Compare the deposits and withdrawals.

To do this, match the business records with those in the bank statement. Compare the amount of each:

- deposit recorded in the Cash at Bank column in the Cash Payments Journal with the debit side of the bank statement
- withdrawal recorded in the Cash at Bank column in the Cash Receipts Journal with the credit side of the bank statement

Mark the items appearing in both records.

3. Adjust the bank statement for omissions and errors

Adjust the balance on the bank statements to the corrected balance. To do this, you add deposits received and recorded by the business but are not yet recorded by the bank, deduct outstanding cheques and add/subtract bank errors.

Bank errors are mistakes made by the bank while creating the bank statement. Errors may include entering an incorrect amount or omitting an amount from the bank **statement. Compare the cash account's general ledger to the bank statement to spot the errors.**

4. Adjust the cash account

Adjust the cash balances in the business account by adding interest or deducting monthly charges and overdraft fees.

5. Compare the balances

The adjusted amounts should be the same after adjusting the bank statement and the cash account balances. If they are still not equal, investigate the discrepancy and reconcile again.

6. Once the balances are equal, prepare journal entries for the adjustments.
7. Record journal entries

Petty Cash Policy

Policy Number: 1003

Policy Date: 01/01/2020

Purpose of the Policy

The purpose of the Petty Cash Policy is to provide the parameters under which petty cash funds can be used for miscellaneous and business-related expenditures of low value where payment through the accounts payable system is not justified or appropriate.

Scope

This policy applies to Isla & Co employees.

Petty Cash Float

The Finance Manager has approved a Petty Cash float of \$400. The Petty Cash float must always be kept in a secure location.

Procedures

Petty cash may be used for the urgent direct acquisition of goods and services up to \$100 per transaction. Reimbursement for items of a higher value should be made through accounts payable.

Petty Cash Vouchers

A petty cash voucher must be completed for all petty cash claims. The petty cash voucher must include the following:

- The date of the claim
- The name of the person who incurred the expense
- The expenditure amount
- Signature of a bookkeeper
- Signature of the person collecting the cash,
- Tax invoice or receipt to support the expenditure. Petty cash claims without the appropriate receipts will be declined.

Petty Cash Approval

Only the Bookkeeper or Finance Manager can authorise petty cash reimbursements. Only the Finance Manager can authorise reimbursement for expenditure incurred by the Bookkeeper.

Advances from Petty Cash

An advance from the petty cash float may only be issued if an employee can't make the purchase and then claim the reimbursement. To obtain an advance from the petty cash float, an employee must complete a petty cash voucher, which the Finance Manager must sign.

The voucher should state that the petty cash has been requested in advance and should be signed by the Finance Manager and purchaser on the advancement of the funds. The purchaser must submit the original receipt and surplus funds to the Bookkeeper as soon as practicable after the purchase. Under no circumstances will petty cash be advanced to employees for items of a personal nature.

Reconciliation and Reimbursement of Petty Cash Floats

The Bookkeeper must monitor the petty cash float balance. When a reimbursement is required, the Bookkeeper must reconcile the petty cash voucher with the float. The reconciliation spreadsheet in the petty cash book and the vouchers should be forwarded to the Finance Officer for approval.

Audit

An audit of the petty cash float should be conducted annually at the discretion of the Finance Manager.

Accounts Payable Policy

Policy Number: 1004

Policy Date: 01/01/2021

Purpose of the Policy

This policy establishes the responsibilities, controls, authorisations, and procedures for the accurate and timely payment of invoices and cheque requisitions processed by Accounts Payable.

Scope

This policy applies to Isla & Co employees involved in the accounts payable process and stock ordering.

Policy

Only invoices and cheque requisitions that are properly approved will be processed for payment. Cheques are not to be issued to "Cash". Payments will be made per the payment terms established with the supplier.

Responsibilities

All employees submitting an invoice or cheque requisition for processing must promptly provide invoices and cheque requisitions to the Accounts Payable Officer to meet the payment terms and internal processing deadlines.

The Accounts Payable Officer is responsible for reviewing the invoices entered to ensure that payments are processed following these policies.

The Accounts Payable Officer is responsible for:

- processing payments promptly to take advantage of earned discounts
- generating cheques and processing Electronic Funds Transfers (EFT)
- controlling the blank cheque stock.

Segregation of Duties

Segregation of duties separates roles and responsibilities to ensure that an individual cannot process a transaction from initiation through to payment without the involvement of others, thereby reducing the risk of fraud or error to an acceptable level. For example, no individual should be able to set up a new vendor, create a purchase order for that vendor, post and approve the invoice from that vendor, and create, approve and record the payment to that vendor. Giving a single individual the ability to perform all of the above operations increases the risk of fraud or error.

Segregation is achieved as the Accounts Payable Officer does not create purchase orders or approve invoices. The Accounts Payable Officer and the Accountant co-sign cheques.

Approvals Required

At the store level, each invoice is verified by the person who placed the initial order (requisitioner) before forwarding it to the Accounts Payable Officer.

If an error is identified by the Accounts Payable Officer, this should be discussed with the requisitioner, who will assist in resolving the discrepancy and approving or declining the invoice for payment. If required, to ensure accurate records are maintained, the Accounts Payable Officers must contact the supplier and request an amended invoice.

Suppliers should issue a unique invoice number for every invoice they send out. This is extremely important to avoid paying duplicate invoices. If any invoice arrives without a unique invoice number, the invoice must be returned to the supplier for amendment.

Isla & Co may decide to short-pay a supplier for various reasons. These may include negotiated discounts for early payment, incomplete shipments, damaged goods, prior credits, etc. Whenever an invoice is not paid in full, a detailed record must be maintained in the supplier's file, and the reason must be communicated to the supplier.

Procedures

Accounts Payable Payment

Approved invoices received by the Accounts Payable Officer shall be coded and processed for payment within five (5) business days of receiving the invoice.

Considerations when processing supplier invoices

Once an invoice is received, the Accounts Payable Officer must check the invoice's validity.

All invoices issued must:

- include the supplier's identity
- include the suppliers ABN
- include the date the invoice was issued
- include an accurate description of the items supplied, including the quantity and the price
- include the GST for each item supplied
- identify whether the sale is fully taxable by including the words 'Total price includes GST.'
- be matched against the purchase order
- have a unique invoice number.

If, for whatever reason, an invoice does not match with the purchase order, payment should be stopped pending further information. The Accounts Payable Officer should seek further clarification from the person requisitioning the stock and then liaise with the supplier to request an amended invoice.

Once an invoice is approved, a cheque requisition is generated. All requisitions should be accompanied by supporting documentation, coded and approved. Missing supporting documents, coding, or approvals will delay the processing of the cheque requisition.

Completion of Cheque Requisitions

The following information needs to be filled out on the cheque requisition:

- Date - current.
- Payee - complete name and address of individual/company to be paid. Note that this should match the supporting documentation.
- Details of Payment – invoice numbers being paid.
- Accounts to be charged - valid general ledger accounts and the amount to be charged to each account. If a prompt payment discount is taken up, this needs to be noted here.
e.g. Account Payable Control Account \$100.00
 Cash at Bank \$100.00
- Total Amount of payment
- Requested by – the signature of the employee generating cheque requisition.
- Approved by – name and signature of authorised person - Finance Manager or Managing Director.

Cheque Requisition Authorisation

The **cheque requisition** with supporting documentation (supplier payment report, copy of invoices and credit notes) must be saved in the following folder format, and an email requesting authorisation must be forwarded to the Finance Manager or Managing Director for approval.

FIN-20-01-2021_Feb_cheque requisition authorisations

The **EFT listing** must be reviewed and signed by the Finance Manager (or Managing Director if unavailable) to indicate payment approval.

Once approved, the Accounts Payable Officer will generate cheques and process EFTs. The Accounts Payable Officer processes cheques and EFT payments on Thursdays. These are signed/approved by authorised signatories and mailed/processed on Friday.

Cheques are printed on the printer located in the accounts office.

New Customer Policy

Policy Number: 1009

Policy Date: 01/01/2021

Purpose of the Policy

All new customers to the business must be reviewed and accepted in accordance with this policy.

Scope

This policy applies to Isla & Co employees involved in onboarding new customers.

Procedures

Choosing a New Customer

A new customer must support our business with good credit quality and prompt payment.

Each new customer must provide the following information before Isla & Co. agrees to provide goods or services.

Customer Background Information

- Business name of customer
- Location of customer
- Products or services required by the customer (Attach a list if necessary)
- Name of business owner/ sales representative
- How many years has the customer been trading?

Customer Review Checklist

For each new customer being considered, the following checklist must be completed:

- Have trade references been sourced for the new customer? (Attach copies)
- Has the customer been informed of the trade terms **30 days from the invoice date** and agreed to these terms?
- Has the new customer completed a credit application form? (Attach completed form)
- Has the Personal Property Securities Register (PPSR) been reviewed?
- Appointment of Customer

The Finance Manager will authorise the appointment of a new customer.

Each new customer will have a credit limit set. This credit limit will be set out under the Customer Credit Limits Policy.

All new customers must be given a New Customer Letter, which must be signed and returned before any sales occur.

All relevant details of the new customer will be entered into the financial management system by the Finance Manager once approval is obtained.

The Finance Manager will review the information entered into the financial management system to ensure all information is correct.

All staff will be notified within one week of the approval of the new customer.

Customer Credit Terms

All customer payment terms must be 30 days.

Where a customer has requested longer payment terms than the policy, this should be referred to and authorised by the Finance Manager.

All customer payments are reviewed at least once a quarter to ensure payment terms are followed. The Finance Officer will prepare a report detailing why payment terms have not been adhered to for payments made outside of the agreed terms.

This report will be reviewed and authorised by the Finance Manager.

Additional Policies for Customers

Customer Credit Limits Policy

Customer Debt Management Policy

Customer Credit Limit Policy

Policy Number: 1014

Policy Date: 01/01/2021

Purpose of the policy

This policy ensures a customer does not get too far into debt without a payment plan being put into place or the supply of goods stopped.

Scope

This policy applies to Isla & Co employees who provide credit to customers.

Procedures

Aged Receivables Summary Reports on customer credit must be run every month.

When a credit limit is breached, all relevant staff will be notified. This includes sales, distribution, and accounts receivable staff.

Any outstanding orders should be stopped until the breach in the credit limit has been rectified. All staff working on sales or orders for the customer should not carry out further work until authorised by the Finance Manager.

Please also check that it does not contradict any other processes in the policy.

Review outstanding orders and sale history.

If the customer has a large number of outstanding orders or has increased the volume of orders since the last credit review, then a credit limit review must be undertaken.

This is the responsibility of The Finance Manager.

If the credit limit needs to be increased, this must be approved by the Finance Manager. Once this has been approved, all staff working on outstanding orders must be notified so that the **customer's orders can be restarted.**

The credit limit is breached due to outstanding payments

The Finance Manager must make a list of all outstanding payments.

The Finance Officer must ring the customer and explain that further orders cannot be processed until the account has been paid.

If the customer is having difficulty, make a schedule of payments to bring them back in line with their credit limit.

Get the Finance Manager's signoff before discussing this option with the customer.

Use the following script to assist with the call:

"Hi John, how are you? I just thought I would give you a ring about your outstanding orders. Unfortunately, we have noticed that payments for previous sales have fallen behind on your account, and these will need to be paid for before we can process the next set of orders. Can you fix this today so we can continue with your order?"

If they cannot pay on the day of the phone call, then ask for an expected payment date from them and confirm that any outstanding orders cannot start until the payment is made.

Review payment terms for the customer.

If the customer has increased the volume or value of orders since the last credit review, the Finance Manager must also review the payment terms.

Where large orders are being placed, the payment terms should include deposits on orders and progressive payments for each order. This must be discussed and agreed upon with the Finance Manager.

Accounts Receivable & Invoicing Policy

Policy Number: 1018

Policy Date: 01/01/2021

Purpose of the Policy

This policy aims to set out the processes for managing Isla & Co Pty Ltd's account receivables and to ensure that all money owed to Isla & Co is collected promptly and in accordance with legislative requirements to maintain cashflows to minimise bad debts. All invoices and credit notes must be entered into the accounting system before closing the accounts at month-end and posting the balances to the general ledger accounts.

Scope

This policy applies to Isla & Co employees involved in the accounts receivable process.

Procedures

Invoicing customers

Accurate records are to be maintained on all accounts receivable. The records for each customer must include the complete name, address, contact details and Australian Business Number (ABN) when necessary.

Considerations when preparing tax invoices

A purchase order must be received before a tax invoice is created.

All invoices issued must:

- include Isla & Co's business name – Isla & Co Pty Ltd
- include Isla & Co's ABN – 11 111 111 138
- include an invoice number issued in numerical sequence order
- include the date the invoice was issued
- include payment due date
- include a brief description of the items sold, including the quantity and the price
- Identify if the customer has received a discount
- identify which items include GST (expressed as a %)
- identify whether the sale is fully taxable by including the words 'Total price includes GST.'
- include the customer's identity
- Include the customer's ABN.

TAX INVOICE

ISLA & CO PTY LTD

PO Box 789
GEEBUNG QLD 4012
AUSTRALIA
accounts@islaandco.student.com.au
ABN: 11 111 111 138

INVOICE NUMBER 202101-001
INVOICE DATE 24-January-2021
CUSTOMER PO NO. PO 878879
PAYMENT DUE DATE 23-Feb-21

TO:
CUSTOMER NAME: Sample Customer
DELIVERY ADDRESS: Sample Customer Address
CONTACT PERSON: John Smith
CUSTOMERS ABN: xx xxxx xxxx

DESCRIPTION	QUANTITY	UNIT PRICE	DISCOUNT	GST	AMOUNT AUD
Sample Item	3	50.00	2.50%	10%	\$146.25
We appreciate your business				SUBTOTAL	146.25
				FREIGHT	30.00
				TAX (GST)	17.63
				TOTAL PRICE INC GST	193.88

CONTACT DETAILS

accounts@islaandco.student.com.au

Online payment preferred

BANK ACCOUNT DETAILS:

ISLA & CO PTY LTD
BSB: 083 234
Acc No: 1234 5678



We appreciate your business

Customer Credit Terms

All customer payment terms must be 30 days from the date of invoice.

Freight & Delivery charges

A \$30.00 + GST charge will be added to all invoices to cover postage, freight and courier fees.

Customer Discounts

Isla and Co. offer some customers a quantity and loyalty discount of 2.5%.

Discounts apply to clothing only. Discounts do not apply to accessories (e.g., bags, sunglasses, caps, etc.)

Process journal entries

Once an invoice has been created, it must be entered into the Sales Journal.

At the end of the period, the monthly totals must be posted to the relevant general ledger accounts.

The folio number must be included when the journal is posted to the general ledger.

Credit Notes

A credit note or adjustment will be issued to customers for the following reasons:

- the goods were damaged in some way, usually during transit
- there was a mistake in the price on the original invoice
- the customer overpaid the original invoice.

Considerations when preparing credit notes

All credit notes issued must:

- include Isla & Co's business name – Isla & Co Pty Ltd
- include Isla & Co's ABN – 11 111 111 138
- include a credit note number issued in numerical sequence order
- include the date the credit note was issued
- include a brief description of the items returned, including the quantity and the price
- include the GST for each item returned
- include the buyer's identity
- Include a reason for the goods being returned or credit being issued
- include the name of the person approving the return of goods or credit amount.

Entering credit notes into the Sales Returns Journal

Once the credit note has been created, it must be entered into the Sales Returns Journal.

Posting Sales and Sales Returns

The sale is entered into the Accounts Receivable Subsidiary Ledger for the customer, and the total sales for the month are entered into the Accounts Receivable Control Ledger. The Accounts Receivable Subsidiary Ledger is maintained for each account, showing all charges and payments. The Accounts Receivable Control Ledger is to equal the Accounts Receivable Subsidiary Ledgers for all customers. To ensure accuracy, monthly reconciliations are completed between the Accounts Receivable Subsidiary Ledgers for the customers and the Accounts Receivable Control Ledger.

Statements of Accounts

Statements of accounts must be sent monthly to all customers with an outstanding balance due. The statement should indicate the total balance owing and identify a payment due date.

Statements of accounts for customers with an outstanding balance past the due date must include the following note.

Note to Customer

We understand that oversights happen, but we would appreciate prompt payment of this amount.

Please let our accounts department, accounts@isla&co.com, know when we can expect payment. If payment has already been made, please disregard this email. If you believe an error has been made, don't hesitate to contact our accounts department to discuss the matter.

Thanks in advance for your cooperation.

If full payment is not received, the procedures outlined in the Debt Management Policy and Customer Credit Limit Policy will be followed.

Reporting Accounts Receivables

Monthly – The accounts department must generate an Accounts Receivable Aging Report at the month's end. A copy of the Accounts Receivable Aging Report will be submitted to the Finance Manager within five (5) working days of the end of the month for review.

Payment

Our preferred payment method is a bank transfer into Isla & Co's account.

Bank Details: NAB Bank

BSB: 403-024

Account No: 01234812

Cheques will be accepted and should be made payable to:

Isla & Co Pty Ltd

Cheques should be addressed to:

PO Box 789 Geebung

Queensland 4012

AUSTRALIA

Remittances can be emailed to accounts@isla&co.com

Debt Management Policy

Policy Number: 1019

Policy Date: 01/01/2021

Purpose of the Policy

This policy provides guidelines for managing and collecting late payments from customers.

Definition of Terms

Terms	Definition
Provision for doubtful debts	An amount in the Financial Statements to cater for the possibility that some debtors will not meet their obligation to pay invoices.
Bad debts	The amount of a debt for which all reasonable steps to collect have been exhausted and the debt is not worth further pursuit.

Statements of Accounts

Statements of accounts are to be sent at least monthly to all customers. The statement should indicate the total balance due and identify a payment due date.

Statements of accounts for customers with an outstanding balance past the due date must include the following note.

Note to customer

We understand that oversights happen, but we would appreciate prompt payment of this amount.

Please let our accounts department, accounts@isla&co.com, know when we can expect payment. If payment has already been made, please disregard this email. If you believe an error has been made, don't hesitate to contact our accounts department to discuss the matter.

Thanks in advance for your cooperation.

Reporting Accounts Receivables

The accounts department must generate an Aged Receivable Summary Report at the end of each month. A copy of the report will be forwarded to the Finance Manager within five (5) working days of the end of the month for review.

Based on the Aged Receivable Summary Report, the Finance Manager will:

- vary the provision for doubtful debts amount in the company accounts to 5% of amounts older than three (3) months by creating a journal entry to increase or decrease the provision for doubtful debts
- generate a Debt Summary Report in which all overdue customers and contact details are noted. The following procedures will then be undertaken to recover outstanding amounts.

Procedures

- The Finance Manager financemanager@isla&co.com and Accounts Receivable Officer accounts@isla&co.com are cc'ed on all emails sent to customers regarding overdue accounts.
- **First Contact – Friendly reminder:** Email the customer once the payment is overdue for one (1) week. Remind them that payment is due and has not been received. Ask them when they will be paying, and keep a record of the conversation or email. Remember to be friendly. They may have forgotten or paid into the wrong bank account.
- **Overdue reminder:** After two (2) weeks, if they do not respond to the email, send another email with **URGENT ACTION REQUIRED** in the subject line; also, try contacting someone else in the business. Let them know who you are trying to contact. This often results in a return response from either the person you were trying to contact or someone else from the business. Make a note of all conversation details and attempts to contact the customer in the Overdue Accounts Customer Payment Record.
- **Final notice:** When a payment is overdue for four (4) weeks, a final notice is emailed and followed up with a phone call. A record of this notice must be entered into the Overdue Accounts Customer Payment Record.
- **Direct contact:** Where there has been no response to the final notice within seven (7) days, the Finance Manager must either visit the customer or phone where the previous contact has been by email. The purpose of this step is to secure a date of payment. A record of this notice must be entered into the Overdue Accounts Customer Payment Record.
- **Formal letter of demand:** Where payment remains outstanding for six (6) weeks, and there has been an unsatisfactory response from the customer, a formal letter of demand is issued. A formal letter of demand is to be authorised and signed by the Finance Manager or the Managing Director, Joelle Diamond, in their absence. Once authorised, this letter will be sent via registered mail, and a record of this notice must be entered into the Overdue Accounts Customer Payment Record.
- **Debt collection agency:** Where the amount outstanding is more than \$800.00, and the Finance Manager has approved, a debt collection agency is appointed to recover the debt. Outstanding amounts less than \$800.00 are to be written off with approval from the Finance Manager.

- **Write off debt:** A debt should be "written off" when the debt is more than three months old, no payments have been received in that period, legal and other collection action has been exhausted, and in the view of the Financial Manager, there is no reasonable prospect monies owing will be collected. No further sales are to be undertaken with that customer without approval from the Finance Manager.

Write-off Request Procedure

The Finance Manager is to apply to the Managing Director to write off a receivable when the following criteria have been met:

- the procedures outlined in the Customer Credit Limit Policy have been followed, and it has been determined that the receivable is uncollectible
- the amount outstanding is less than \$10.00 (excluding GST), and it is not viable to chase the debt.

The Write Off Request should be sent to the General Manager and include the following information:

- a statement signed by the Finance Manager stating that, in their opinion, the accounts are uncollectible and should be written off
- a list showing each debtor's name, the dollar amounts due and the basis for determining the account to be uncollectible
- the total dollar amount to be written off
- the total number of accounts to be written off.

Once approval has been given from the General Manager, the debt can be written off.

General Ledger Journal Entry Policy and Procedure

Policy Number: 1022

Policy Date: 01/01/2021

Purpose of the Policy

This document defines the policies and procedures that ensure all manual journal entries recorded in the general ledger are correctly prepared, reviewed, approved, recorded in accordance with generally accepted accounting principles (GAAP), and stored uniformly and consistently for easy accessibility.

Scope

This policy applies to all employees creating, processing, approving, and recording manual journal entries.

The General Ledger records all financial transactions relating to Isla & Co. The transactions are summarised into categories and subsequently used to produce:

- internal reporting for management
- external financial reporting.

The management of the general ledger includes:

- changes to the general ledger chart of accounts
- processing journal entries
- posting journals to the General Ledger
- general ledger account reconciliations.

Definitions

General Ledger –The General Ledger contains all Isla & Co's financial transactions.

Journal Entry – A journal entry records financial transactions in the general ledger. Isla & Co use the double-entry accounting system. There are always both debit and credit journal entry lines; the total debits must equal the total credits.

Supporting Documentation – Supporting documentation consists of source documents, supportive calculations, and/or other items necessary to substantiate the accuracy and appropriateness of a journal entry. All journal entries are required to have supporting documentation.

Typical supporting documents include, but are not limited to, general ledger reports and copies of source documents such as invoices, credit notes, cheque requests, purchase orders, statements, bank deposit slips, and bank statements.

Procedures

Transaction input standard

Isla & Co's input standard groups transactions using the double-entry accounting system into the General Ledger assets, liabilities, equity, income, and expenses.

Changes to the General Ledger chart of accounts are to be:

- approved by the Financial Manager
- assessed as to the impact upon processes and financial reporting
- amended by an approved person

Processing Manual Journal Entries

It is the **Bookkeeper's** responsibility to prepare manual journal entries. Approval must be sought and granted by the finance manager before the journal entries are posted.

All manual journals must have the following characteristics before being posted:

- The sum of the debits and credits shall be equal for each transaction to be processed
- Each journal shall have supporting documentation to evidence the purpose of the transaction that would satisfy an independent auditor
- Each journal must include a summarised explanation of the transaction which is entered into the accounting system

Each journal and its supporting documentation must be filed in date order in **the account's** office and retained for seven (7) years after being posted.

Approving Manual Journal Entries

All manual journals must be submitted to the Finance Manager for authorisation before posting. The Finance Manager is responsible for:

- reviewing the journal entry and supporting documentation to ensure the appropriateness of the transaction
- approval or rejection of the journal within three working days.

Before approving a manual journal, the Finance Manager must be satisfied that:

- the supporting documentation is appropriate and sufficient
- the date of the journal is correct
- the journal is being allocated to the correct accounts in the General Ledger
- the description is sufficient to explain the reason for the manual journal
- the debit and credit have been correctly allocated.

Posting Journals to the General Ledger

- The Cash Receipts Journal, Cash Payments Journal, Purchases Journal, Purchases Returns and Allowances Journal, Sales Journal and Sales and Allowances Journal are totalled at the end of each month, and transactions are posted to the general ledger.
- The General Journal transactions are to be posted to the General Ledger on the date the transaction occurred.
- New transactions are not to be entered into the Cash Receipts Journal or Cash Payments Journal until the previous month's transactions have been reconciled to the bank statement.

All General Ledger account reconciliations will:

- be performed promptly by the Bookkeeper
- have corrective action performed promptly and be reviewed and authorised by the Finance Manager
- have supporting documentation for all reconciling item
- be filed in the account's office.

Internal Financial Reporting

A monthly financial report will be provided to Joelle on the 6th business day following the month-end.

The financial report will include:

- Profit & Loss Statement
- Balance Sheet
- Bank Reconciliation Statement

Financial Documents Filing and Saving Policy

Policy Number: 1022

Policy Date: 01/01/2021

Purpose of the Policy

This policy provides guidelines for filing and naming finance documents on Isla & Co's data server.

Procedures

Filing Structure

The electronic filing system is located on Isla & Co's data server and accessed by staff via My Computer / Network Drives on their computers.

Most folders within the filing system are open to all staff. However, the agreed-named staff can only access and use several folders for confidentiality reasons.

The following is a list of shared folders accessible to all staff.

Shared Folders	Abbreviated Title
Administration	ADM
Communication	COM
Finance	FIN
Policies and Procedures	PP
Professional Development	PD
Projects	PRO

Each section can be broken down into agreed sub-folders and further sub-folders as shown below:

Shared Folder	Sub-folder	Sub-folder
FIN	01- ACCOUNTS RECEIVABLE	01 – Aged Receivables 02 – Bad Debts 03 – Credit Applications 04 – Invoices & Purchase Orders

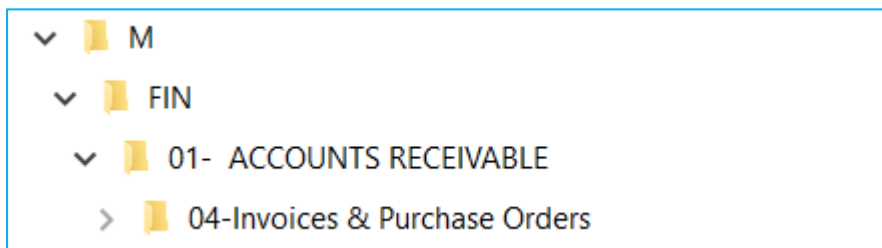
	02- ACCOUNTS PAYABLE 03-	01 – Cheque Requisition
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Naming and Saving Financial Documents

All documents should follow the agreed standardised formats and include:

- The file location of the document: e.g., FIN-01-01
- Date in YYYYMMDD format: e.g., date of the report/work document
- Document type: e.g., Aged Receivables Report,
- Description: e.g., further information about the document to make it easy to search for records.

Invoices & Purchase Orders



A PDF copy of each Invoice and purchase order is filed using the following naming convention:

- YYYYMMDD_invoice number_invoice
- YYYYMMDD_invoice number_purchase order

Storage in network drives

Network drive storage allows immediate, internal, on-site, and offline access to company files while maintaining data security. Each staff member also has access to a personal folder that contains messages, forms, files, and other personal folders. You work with a personal folder as you would with any other file.

- Log in to your assigned company computers using your account details.
- Access the computer network drive Isla & Co (M:). Should you experience difficulties completing this, contact the IT Service Desk for assistance.
- Open the “Isla & Co [team] files” folder.
- Create a new folder under their names using the following naming convention:
[Last Name] [First Name]

- Create files under the file naming convention as follows:
Isla & Co_[Last Name]_[First Name]_[File Name].docx