

SAMOA LAND CORPORATION LTD ACCOUNTING POLICY AND PROCEDURE MANUAL

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Introduction

The Samoa Land Corporation Limited (SLC Ltd) Accounting Policy and Procedure Manual documents the internal accounting procedures implemented by the corporation.

Its purpose is to ensure that assets are safeguarded, that financial statements are in conformity with generally accepted accounting principles, and that finances are managed with responsible stewardship.

All personnel with a role in the management of SLC’s fiscal operations are expected to uphold the policies in this manual. It is the intention of SLC Ltd that this accounting manual serve as our commitment to proper, accurate financial management and reporting.

Samoa Land Corporation Ltd will keep all Accounting policies current and relevant and in line with Public Finance Management Act 2001 requirements. From time to time it will be necessary to modify and amend some sections of the policies and procedures, or to add new procedures.

Division of Duties

Policy Number: **AP001**

Policy Date: **11th January 2014**

Purpose of the Policy

This policy sets out the list of personnel who have responsibilities within the accounting department:

Procedures

Chairman/Board	<ul style="list-style-type: none"> - Reviews and approves all financial reports - Reviews and approves annual budget - Reviews and approves all contracts for goods and services that will exceed SAT\$50,000
General Manager	<ul style="list-style-type: none"> - Reviews and approves all financial reports - Reviews and approves annual budget - Authorises all contracts for goods and services that exceed

	<p>SAT\$5,000 up to maximum of SAT\$50,000</p> <ul style="list-style-type: none"> - Approves all reimbursements
Manager Corporate	<ul style="list-style-type: none"> - Reviews all financial reports - Reviews/develop annual budget - Reviews bank reconciliation - Review payroll summary for the correct payee, hours worked and check amount - Approves reimbursements - Manages the Asset accounts
Assistant Manager Accounts	<ul style="list-style-type: none"> - Prepares financial reports - Develops annual budget - Prepares bank reconciliation - Checks payroll summary - Manages the asset accounts - Maintains & reconciles the GL monthly - Manages the petty cash refund - Reconciles the bank accounts
Senior Receivable Officer	<ul style="list-style-type: none"> - Prepares EOM report (CRJ, FHOD update, GL update, Land & Trade Debtors report, LMS live) - Assist in LMS queries - Monitor receivable section roles and responsibilities
Senior Payable Officer	<ul style="list-style-type: none"> - Prepares EOM report (CPJ, Loans, GL update) - Prepares voucher payments - Checks payroll summary - Monitor payable section roles & responsibilities
Accounts Receivable Officer	<ul style="list-style-type: none"> - Reconciles Market collection on monthly basis - Reconciles FGC & FSB collection on monthly basis - Assist with cashier - Assist with Land queries
Accounts Payroll Officer	<ul style="list-style-type: none"> - Prepares fortnightly pay - EOM report on staff remuneration expenses - Maintains receipt book register - Assist in Accounts everyday work
Market Officer	<ul style="list-style-type: none"> - Report on monthly market collection - Prepares daily lodgements
Cashier	<ul style="list-style-type: none"> - Prepares daily lodgements and do banking - Responsible for receipting and reporting on daily collection

Cash Receipts Procedure

Policy Number: AP002

Policy Date: 11th January 2014

Purpose of the Policy

This policy sets out the normal SLC process in dealing with cash received on a daily basis

Procedures

Market collection

- Market collection is uplifted by Accounts Officer around 4pm daily.
- Submitted to Main Office and master receipted for overnight storage in Assistant Managers office.
- Included in following day's banking at 3pm
- After Banking, the Accounts officer uplifts Markets collection and process continues.

Faleata Golf Course collection

- Collected every morning at 9:30am
- Included in days banking at 3pm

Main Office CASHIER

- Daily receipting of payments received
 - Banking at 3pm daily
1. Prepare by Cashier/Accounts Receivable Officer
 2. Check by Accounts Receivable Officer/Senior Receivable Officer
 3. Certify by Asst. Manager Accounts/Manager Corporate Service

Additional Policies for Cash Receipts Procedure

Market/FGC Collection Policy FP008

Lands Collection Policy FP009

Cash Disbursement Procedures

Policy Number: **AP003**

Policy Date: **11th January 2014**

Purpose of the Policy

This policy sets out the process in place for the distribution of cash/payments made by SLC Ltd

Procedures

1. Order Requisition Form approved by responsible manager according to level of authority set out in Finance Policy FP006.
 - submitted to Asst. Manager Accounts who authorises Purchase Order form
2. Payment voucher:
 - prepared by Accounts Payable Officer
 - check by Senior Accounts Payable Officer
 - certify by Asst. Manager Accounts
3. Approval of payment according to level of Authority set out in Finance Policy FP006

Reconciliations

Policy Number: **AP004**

Policy Date: **11th January 2014**

Purpose of the Policy

This policy provides guidelines for reconciling SLC accounts

Procedures

Cash Flow

SLC Ltd is to maintain a minimum of ten percent (10%) of the operating budget between its operating and savings bank accounts at all times. In the event that balances fall below that amount the Executive Management should be notified immediately.

Bank Reconciliation

Bank reconciliation are to be ready and submitted to Manager Corporate Service for review by the 5th working day of the month.

In the event it is not possible to reconcile the bank statements in this period of time, the Manager Corporate should be notified straight away

Reconciliations of Other General Ledger Accounts

Each month the Assistant Manager Accounts should review the ending balance shown on balance sheet accounts such as the cash accounts, accounts receivable, accounts payable and deferred Income. And to report to Manager Corporate accordingly.

Payroll

Policy Number: **AP005**

Policy Date: **12th January 2014**

Purpose of the Policy

This policy outlines payroll processes and procedures to be adhered to

Procedures

Personnel

1. Human resource coordinator is charged with the responsibility of maintaining personnel files on staff persons

Payroll preparation and Timekeeping

1. Timesheets are to be signed by HRCoordinator
2. All signed timesheets should then be submitted to responsible Manager, who will verify the hours worked against supporting documents supply by Administration.
3. Approved Timesheets submitted to Payroll Officer for processing pay

Financial Reporting

Policy Number: **AP006**

Policy Date: **12th January 2014**

Purpose of the Policy

This policy outlines the reporting requirements of the Corporation.

Procedures

Monthly Reports:

The Assistant Manager Accounts should prepare a set of monthly financial reports for distribution to Management and Board. The reports should include a Balance Sheet, Profit and Loss as well as Cash Flow Statement.

Quarterly Reports:

The Assistant Manager Accounts compiles a set of quarterly financial reports for distribution to the Board with the assistance of Heads of Divisions reports. A final Board approved report is then submitted to the Ministry of Finance as required for SOE's on a quarterly basis. The reports should include a full set of Accounts for the reported 3 months. I.e Balance Sheet, Change in Equity, Profit and Loss, Cash Flow Statement as well as set of notes to the Accounts.

Year End Report/Audit:

The Assistant Manager Accounts should prepare Annual Accounts with Managements input. The reports should include a full set of Accounts for the reported 12 months. I.e Balance Sheet, Change in Equity, Profit and Loss, Cash Flow Statement as well as set of notes to the Accounts. It is approved by the Board before submission for Audit purposes.

Irregularity Reports:

It is the responsibility of department heads to report to Management any irregularity arising from daily SLC Ltd. Operations within the first 24hours of occurrence. Irregularities arising from business transactions, collection shortage, misconduct etc affecting SLC operations and or reputation must be reported immediately.

Computer System Backup Procedures

Policy Number: AP007

Policy Date: 12th January 2014

Purpose of the Policy

This policy sets out guidelines in place for back up procedures

Procedures

1. IT staff is responsible for backing up the hard drive of the accounting system at the close of business each week
2. The Assistant Manager Accounts should lock up the Hard Drive in fire proof safe overnight.
3. At Month end, additional backup should be done with hard drive stored in fire proof safe.