

**FINANCIAL RULES AND REGULATIONS  
(REVISED) 2022**



**ROYAL SOCIETY FOR PROTECTION OF NATURE**

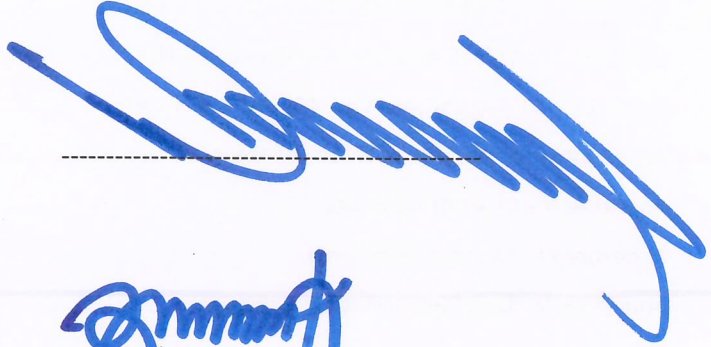


This document is endorsed by the undersigned as of the day and date written below:

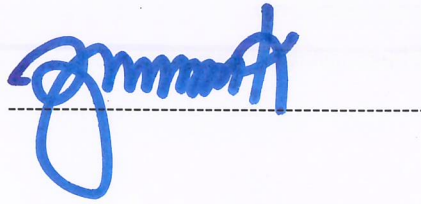
Date: November 4, 2022

**Incorporators of this document:**

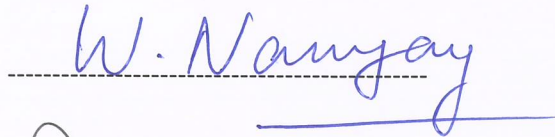
1. Mr. Phub Dorji,  
Chairperson, Board Directors



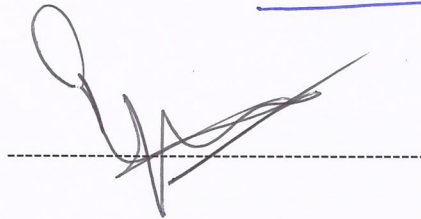
2. Kinley Tenzin, PhD  
Executive Director



3. Mr. Wangchuk Namgay,  
Director



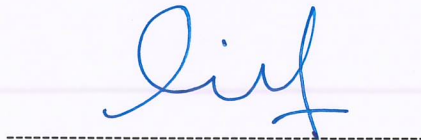
4. Mr. Tshering Dorji,  
Chief



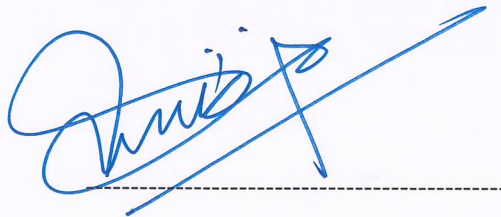
5. Ms. Khachi Wangmo,  
Project Officer



6. Ms. Kinley Gyem,  
Receptionist



7. Mr. Tshering Dhendup,  
Senior Driver



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## CHAPTER – I: INTRODUCTION

### 1.1. Purpose

The purpose of this rules and regulations is to standardize the accounting treatment and financial administration of the organization and to strengthen the internal control system.

The Rules and Regulations are expected to ensure that the financial transactions are in conformity with Bhutanese Accounting Standards (BAS), International Financial Reporting Standards (IFRS) and Generally Accepted Accounting Principles (GAAP).

### 1.2. Application

1.2.1. The Rules and Regulations shall apply to Royal Society Protection of Nature (RSPN).

### 1.3. Effective Date

1.3.1. The Financial Rules and Regulations shall be effective from **1<sup>st</sup> day of 1<sup>st</sup> Month of the year 2017.**

1.3.2. The first revision was made on **17<sup>th</sup> Day of 6<sup>th</sup> Month of the year 2020. Second revision was made on 5<sup>th</sup> day of 7<sup>th</sup> month 2022.** Any clauses prescribed thereof shall hence superseded by this rules and regulations.

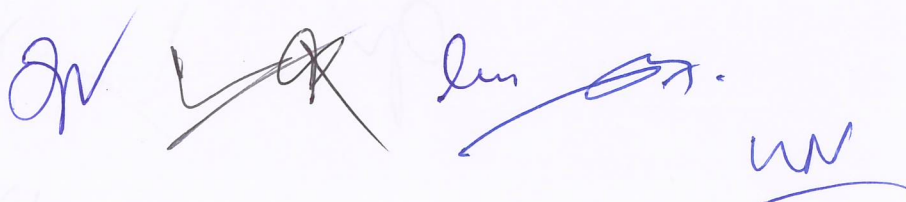
### 1.4. Amendment and revision

1.4.1. The Financial Rules and Regulations shall be amended or revised after three years of its commencement if deemed necessary.

### 1.5. Interpretation, Clarification, Review and Update

1.5.1. The Management Team shall be in the position to interpret and clarify the provisions in this rules and regulations.

1.5.2. The Management Team shall also be responsible for reviewing and updating.



**1.6. Financial Year**

1.6.1. The financial year of RSPN shall follow from **1<sup>st</sup> January to 31<sup>st</sup> December**.







## CHAPTER – II: ACCOUNTING SYSTEM

### 2.1. Accounting system

2.1.1. The objectives of accounting system are as follows;

- a. To provide systematic machinery for recording financial transactions that complies with legal and other statutory requirements.
- b. To ensure timely and accurate accounting and financial information to the management for making informed decisions.
- c. To establish strong internal control measures to detect and minimize fraud, corruption and embezzlement of assets of RSPN.

### 2.1.2. Basis of Preparation

The financial statements shall be prepared on the *cash basis* system.

### 2.1.3. Cash-basis of accounting system

The cash basis accounting recognizes transactions and events only when cash (including cash equivalent) is received or paid by an entity.

This is where the income is only recorded as it is received, and expenses only recorded when they are actually paid.

### 2.2. Accounting Software

2.2.1. The head of the Finance shall recommend appropriate accounting software for use at RSPN.

2.2.2. The access to accounting computer and software shall be controlled through use of passwords. The head of the Finance shall control the master password.

2.2.3. The accounting data in the software shall be backed up regularly.

### 2.3. Chart of Accounts

2.3.1. The accounting heads in the system shall use as per the list in chart of account (ANNEXURE-I).

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## CHAPTER-III: INCOME AND CASH RECEIPTS

### 3.1. Billing policies and procedures

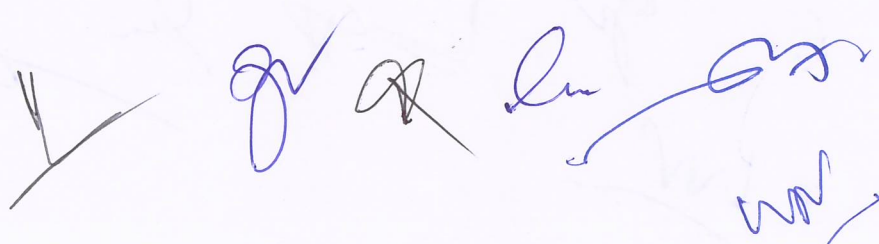
- 3.1.1. An invoice shall be raised to parties for services rendered and rental of properties under the certain agreement.
- 3.1.2. The Administration and Finance Division shall ensure that the amount receivables are collected within the due dates.

### 3.2. RECEIPTS

- 3.3.1 The AFD is the only authorized Division to issue money receipt on behalf of the organization but in field offices, the money receipt shall be issued by the Officer in-charge.
- 3.3.2 The receipt of cash, cheque, cash warrant, demand drafts and e-banking by any other than the Administration and Finance Division shall be immediately handed over with purpose of the amount received.
- 3.3.3 The Administration and Finance Division shall make necessary entry of the received amount in respective account head by preparing the Receipt Voucher (**Finance – Form 1**) with attached duplicate money receipt or other authenticate documents.

### 3.3.4 Money Receipts book

- 3.3.4.1 The printing of the receipt book shall be approved by the ED.
- 3.3.4.2 The money receipt (**F -F2**) shall be printed in three copies in the form of original, duplicate and triplicate.
- 3.3.4.3 A Receipt Book Register (**F– F3**) shall be maintained to record the issuance of Receipt Books.

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3.3.4.4 The Administration and Finance Division shall be the authorized person to issue Receipt Book; the issue of Receipt Book is duly recorded in the Receipt Book Register.

3.3.4.5 Unused receipt book shall be kept under lock and key with the Administration and Finance Division

### **3.3.5 Deposit into Bank**

3.3.5.1 All the receipts in the form of cash, cheque, and cash/demand draft shall be deposited into the bank and the deposit slip shall be maintained by the Administration and Finance Division

3.3.5.2 The acknowledgement of the deposit that shall be obtained from the bank be maintained with Administration and Finance Division until the following year's audit is completed.


### **3.3.6 Dishonor of cheque**

3.3.6.1 If the cheque bounces, the Administration and Finance Division shall retain the bank advice and take up the matter with party concerned at the earliest, and take necessary action with the party concerned.

3.3.6.2 The Administration and Finance Division shall make note of the cheque dishonor in the deposit acknowledgement receipt of the bank, and on the voucher prepared for the deposit.

### **3.3.7 Receipt through fund transfer**

3.3.7.1 The Administration and Finance Division shall record the amount received through bank transfer in the books of accounts.

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## CHAPTER – IV: EXPENDITURE AND DISBURSEMENTS

### 4.1. EXPENDITURE PROCESSING

#### 4.1.1. General Policy

4.1.1.1. It shall be the policy of organization that any expenses incurring is systematically recorded in the books of accounts maintained by the organization.

#### 4.1.2. Approval of expenditure

4.1.2.1. All the expenditures shall be approved by the ED upon final verification from head of divisions.

4.1.2.2. The means for approval verification shall be supported by complete set of original and authenticate documents and also there should be available allocated budget. Such required documents shall be submitted by the claimant.

#### 4.1.3. Verification of expenditure

4.1.3.1. Before submission of claims to Administration and Finance Division for disbursement, the bills or any claims shall have to verify by the concerned personnel.

#### 4.1.4. Claims against RSPN

4.1.4.1. Claims against RSPN shall become due for submission immediately upon the successful completion of the assignment, or as per the provisions in the contract.

4.1.4.2. A bill shall be presented by parties for payment and for employees expenses claim form (**F – F4**) and travel Claim form (**F – F5**) shall be used.

#### 4.1.5. Claims in arrears

4.1.5.1. Claims in arrears refer to the claims not presented within 12 months which is due for payment. Such claims are considered a stale or time barred.



- 4.1.5.2. Time barred claims can be revitalized within a period of one year of their becoming time barred if the fund is available.
- 4.1.5.3. The claimant shall submit the original bill, work order, with reasons for non-submission of claims on time.
- 4.1.5.4. No claims shall be accepted for payment after a period of two years of becoming due except on the strength of court order or the Government order.

#### 4.1.6. Payment Claims

- 4.1.6.1. All the claims shall be duly verified by the concerned officer and advice where to charge the bill amount.
- 4.1.6.2. Upon the verification, the invoices shall be submitted to Administration and Finance Division along with proper supporting documents for necessary payment.
- 4.1.6.3. The Administration and Finance Division shall prepare the Payment Voucher (**F – F6**) for any disbursement.
- 4.1.6.4. The payment voucher shall be signed by the person who prepares, verified and approved.
- 4.1.6.5. A journal voucher (**F-F7**) shall be prepared for entering the transactions of nominal account (*that do not involve cash payment e.g. for error or omission rectification & adjustment of advances without refund or reimbursement*).
- 4.1.6.6. All the vouchers shall be serially numbered based on the month of the voucher preparation and the fresh serial number will be started from next coming month.
- 4.1.6.7. The payment should be made only in the name of the payee or to a person authorized in writing to collect payment on behalf of the payee.
- 4.1.6.8. All the payments shall be made by cheque. The exception to rule may be made in the following cases:
  - i. Payment of and from advances to employees for official work;
  - ii. Petty expenses not exceeding Nu. 1000 per payment;
  - iii. Direct debits by bank.
- 4.1.6.9. Acknowledgement of payment shall be obtained while making the payment with proper details.

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#### **4.1.7. Signing of Cheques**

- 4.1.7.1. The cheques shall be signed by two or more signatories. The signatories shall be appointed by the head of the organization or chairperson.
- 4.1.7.2. The official seal of the designated signatories shall be stamped below their signatures on every cheque issued.

#### **4.1.8. Issue of cheques**

- 4.1.8.1. The signed cheque shall be issued only to a person who is authorized to collect the cheque.
- 4.1.8.2. The official money receipt for the acknowledgement of the receipt of the cheque shall be obtained from the payee.
- 4.1.8.3. All the cheques issued should be entered in a Cheque Issued Register (**F-F8**).

#### **4.1.9. Cancellation of Cheques and Stop Payments**

- 4.1.9.1. Cheque may be cancelled if there are errors in the cheque by making as "CANCELLED". All cancelled cheques shall be retained with the cheque book to aid in the preparation of Bank Reconciliation Statement.
- 4.1.9.2. If the payment voucher has already been prepared for the cancelled cheque, a reverse entry for the transaction shall be passed.
- 4.1.9.3. If the prepared cheque is not collected on valid period of cheque shall refer to clause 4.1.5.1 and 4.1.5.4.

#### **4.1.10. Replacement of lost cheques**

- 4.1.10.1. The cheque alleged to have been lost or not received by the payee shall replace with the issue of fresh cheque upon written request by the payee.
- 4.1.10.2. Before issue of new cheque, the proper cross-check is done.

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4.1.10.3. If the cheque is ascertained to have not been en-cashed, the alleged lost of cheque shall be intimated to the bank for stopping the payment.

## **4.2. PAYOLL AND EMPLOYEE EXPENSES**

### **4.2.1. Payroll Inputs**

4.2.1.1. The Administration and Finance Division shall prepare monthly payroll at the end of the month. The payroll includes the following inputs:

- i. Permanent inputs: name of the employee, grade, pay structure, rate of deductions for provident fund, health contribution, and other grade specific deductions;
- ii. Periodic Inputs: promotion, increment, loan recovery, or any other deductions;
- iii. Variable inputs: incentives, attendance, leave, and adjustment to pays and deductions on account of leave and absenteeism.

### **4.2.2. Changes to Payroll Data**

4.2.2.1. Any changes in periodic and variable inputs to payroll data shall be communicated by Adm/HR Division to Administration and Finance Division latest by the beginning of the fourth week to incorporate the same in the payroll for the effective month.

4.2.2.2. The changes in the payroll data shall be provided in written by the Adm/HR Division with a copy to the concerned Divisions:

### **4.2.3. Deductions from the payroll**

4.2.3.1. Deductions of Taxes, Health Contributions, Provident Fund, GIS and allowances shall be made from the pay roll at rates prescribed under the rules and orders issued from time to time.

4.2.3.2. The loan availed by employee from various financial institutions to which RSPN has given an undertaking shall be remitted to institutions concerned upon deductions from their monthly salary.

4.2.3.3. The remittance deductions shall be remitted to the respective institutions not later than the time limit prescribed by the institutions.

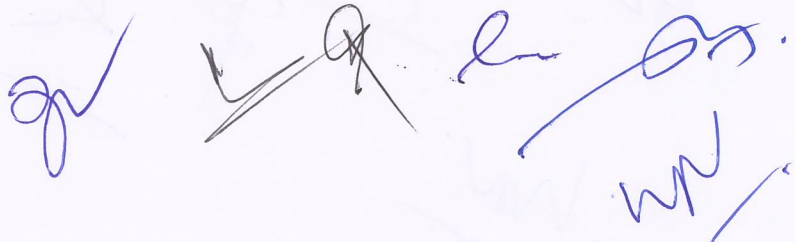
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#### 4.2.4. Salary Payment

- 4.2.4.1. The monthly salary shall be prepared based on the pay bill (F-F9) which shall be attached with the Payment Voucher.
- 4.2.4.2. A pay slip (F-F10) showing details of gross pay and deductions shall be provided to each of the employees every month.

#### 4.2.5. Separation Benefits

- 4.2.5.1. Administration and Finance Division shall prepare resignation benefits working sheet (F-F11).
- 4.2.5.2. The following documents are needed to furnish for release of benefits:
  - a. The service relieving order approved by Executive Director.
  - b. The resigned employee has obtained tax clearance certificate.
  - c. The employee has no outstanding loans for which RSPN has given the undertaking.
  - d. The employee has no outstanding advances.
  - e. The employee has handed over the charges, including the office assets in his/her possession.
- 4.2.5.3. If there are outstanding loans and advances it shall be deducted from the benefits claim (Provident Fund and gratuity).

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## CHAPTER- V: ASSETS AND CASH MANAGEMENT

### 5.1. Fixed Assets

Fixed assets shall be recorded and shown in the books of accounts at historical cost, less accumulated depreciation.

#### 5.1.1. Depreciation

5.1.1.1. Depreciation shall be charged to Fixed Assets on the diminishing balance method at the rates prescribed in **ANNEXURE -II**.

5.1.1.2. No depreciation shall be charged to asset sold or retired during the financial year.

#### 5.1.2. Capitalization of Fixed Assets

5.1.2.1. Fixed asset upon acquisition shall be immediately capitalized.

5.1.2.2. Expenditure on works in progress shall be capitalized once it is commissioned.

5.1.2.3. Expenditure on minor repair and maintenance of fixed assets shall be expensed to revenue expenditure

5.1.2.4. Expenditure on major repair and maintenance of fixed asset shall be expensed to capital expenditure.

5.1.2.5. Any expenditure on replacement of parts of fixed assets which cost more than 30% of the acquisition cost shall be capitalized.

### 5.2. Cash in Hand

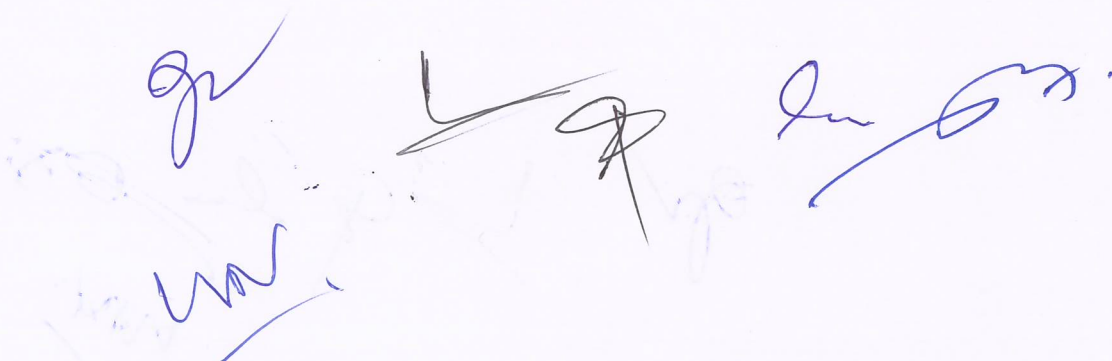
5.2.1. It shall be the policy of RSPN not to retain cash in hand more than Nu. 5,000 unless the cash is withdrawn for urgent office use.

5.2.2. Cash in hand at the end of the financial year shall be physically verified and certified.

5.2.3. Cash in hand shall always be kept in a secured chest, under lock and key.

### 5.3. Bank Accounts with Financial Institutions

RSPN shall maintain following accounts with the financial institutions in the country Bhutan:



5.2.1 **Current Account**

All the disbursements and Receipts of RSPN fund shall be made from this account, whether through cheque, electronic transfer or other modes.

5.2.2 **Opening of Current Deposit (CD) account**

RSPN shall open official account with any National Financial Institutions both in Current Deposit account in Ngultrum (CD A/c –Nu.) and Foreign Currency Account in United States Dollar (FC-A/c- US\$).

5.2.3 **Savings Account**

RSPN shall also open saving accounts with any National Financial Institutions on case by case bases.

5.2.4 **Fixed Deposits Account**

- i. Any surplus fund may be deposited into fixed deposit account.
- ii. Fixed Deposits Certificate shall be obtained while making deposit, and be kept in safe custody.
- iii. Any interest earned from the fixed deposit should be accounted for in the financial year.
- iv. As soon as fixed deposits mature, it should be ensured that it is either en-cashed or renewed immediately so that there is no loss of interest due to idle deposit.

5.4. **Maintenance of Cash Book**

- 5.4.1. The Cash Book (**F-F12**) shall be maintained in a computerized system.
- 5.4.2. All the transactions shall be entered into the cash book as soon as the transactions take place.

5.5. **Bank Reconciliation**

- 5.5.1. The bank reconciliation shall prepare on monthly basis (**Annexure-III**).
- 5.5.2. The reconciliation shall be prepared from bank statement to cash book balance.





## **5.6. INVESTMENT**

### **5.6.1. General Policy**

- 5.6.1.1. It shall be the policy of the RSPN to make prudent investment of its surplus fund to ensure the financial sustainability of the organization.
- 5.6.1.2. Any investment maintained shall be guided by RSPN Statement of Investment Policy.
- 5.6.1.3. The investment is defined as assets held by the RSPN for earning income by way of dividends, interests, capital gains, or other benefits to the RSPN.
- 5.6.1.4. The investment shall be classified into current and long-term investment, and also local and offshore investment.

### **5.6.2. Allowable Investments**

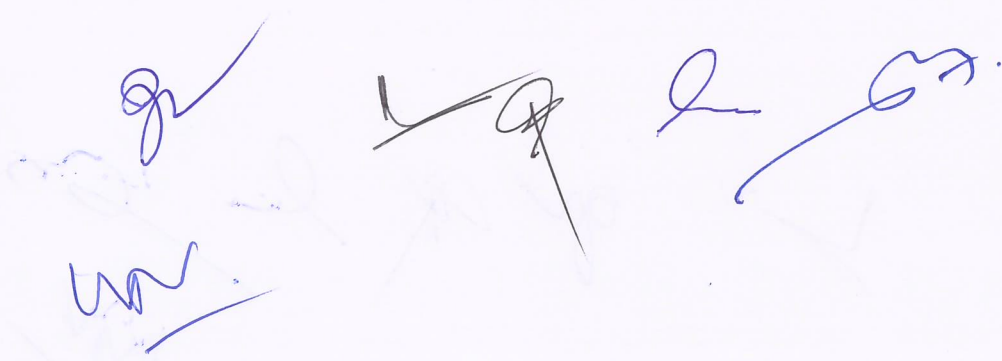
- 5.6.2.1. The allowable investments shall be decided by the board based on the recommendation by the Investment Management Committee and the proposal submitted by the Management.

### **5.6.3. Diversification**

- 5.6.3.1. The management shall explore diversification of its investment on situational bases to ensure that the risk from investment is spread and minimized.

### **5.6.4. Income from investment**

- 5.6.4.1. The income earned from the investments shall be recognized in the income statement for the year when it is actually received.
- 5.6.4.2. The income shall be recorded at gross amount, before deduction of applicable tax.

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## 5.7. ADVANCES

5.7.1. RSPN may pay following types of advances:

**A. Advance to Employees:** The advance paid to employees are of following types:

- i. Salary Advance
- ii. Project Advance
- iii. Imprest Advance

**B. Advance to Parties:** The advance paid to parties are of following types:

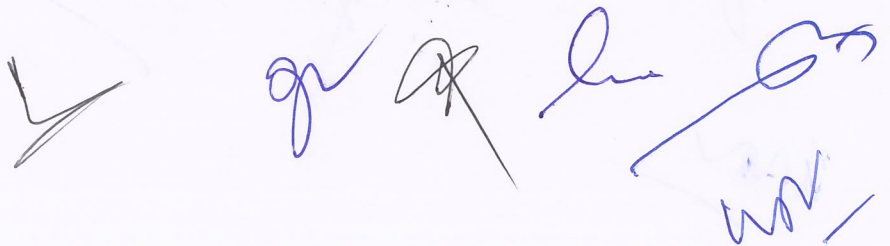
- i. Advance to Contractors/suppliers
- ii. Advance to Others

5.7.2. Following procedures shall be followed for the disbursement and liquidation of advances:

### A.i. Salary Advance

Advance paid to employees which shall be deductible from their monthly salary until its liquidation.

- i. The salary advance shall be approved by the ED and respective head of the Department and Division upon duly filled the advance application form (**F-F13**).
- ii. The amount of salary advance shall not be disbursed more than two month's basic pay at one occasion.
- iii. The next salary advance shall not be paid if the employee has not liquidated the previous advance.
- iv. The employee shall not sanction salary advance for more than three times in a year; however, this restriction may be relaxed during emergencies, such as sickness, birth of a child, and death of family or relatives.
- v. All the salary advances shall be liquidated by the end of the financial year.
- vi. The Administration and Finance Division may impose restrictions on sanction of salary advance for the reasons of the liquidity and working capital management.

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### A.ii. Project Advance

- i. These advances are paid to employees to meet project activity expenses in the field involving cash payment.
- ii. The advances shall be approved by the ED and the head of the Department and Division upon verification from the respective divisions. The employee shall submit a project advance request form **(F-F14)**.
- iii. For DSA advance, the employee shall request through travel authorization form **(Form - C)**.
- iv. It shall be the policy of RSPN to pay only 80% of the estimated travel cost as an advance; rest 20% shall be paid upon submission of travel claim and tour report on return.
- v. A memorandum of the advance payment shall be maintained in the system.
- vi. The advances shall be liquidated within one week from the date of completion of the activities.
- vii. Cash balance from the advance, if any, shall be deposited directly to the Bank by the employee and ensure to obtain money receipt from Administration and Finance Division upon producing the deposit slip.

### A.iii. Imprest advance

- i. In order to meet petty expenses (e.g for tea items), the employees may be provided with imprest advance upon duly filled form **(F-F15)**.
- ii. Imprest advance shall be paid maximum to Nu.10,000 at one occasion.
- iii. The employee making payments from the imprest advance shall submit the expenditure details attached with cash memo and receipts along with the cash balance (if any) to Administration and Finance Division for necessary adjustment.

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**B. ADAVANCE TO PARTIES**

**B.i. Advance to Suppliers/Contractors**

- i. The suppliers, contractors, service providers shall be paid advance on the basis of specific clauses in the contracts and regulations.
- ii. The party shall request the advance duly filled form **(F- F16)**.
- iii. The separate memorandum record shall be maintained.

**B.ii. Advances to others**

- i. The advances disbursed to entities other than employees and suppliers shall be booked under this account head.

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## CHAPTER – VI: FINANCIAL PLANNING AND REPORTING

### 6.1. BUDGETING

#### 6.1.1. Overview

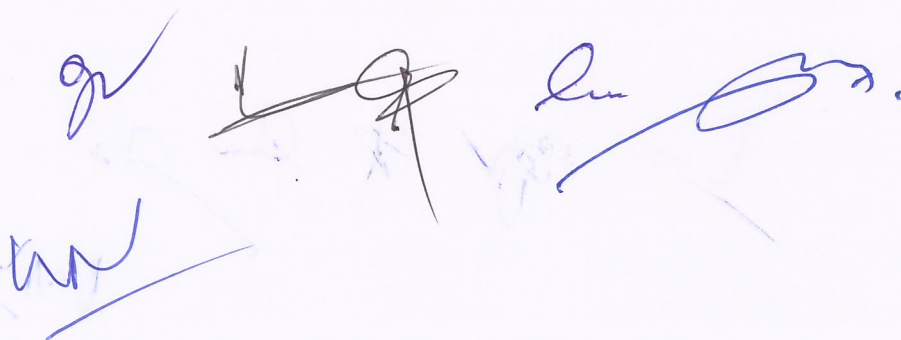
A budget is a plan showing the organization's objectives and how management intends to acquire and use resources to attain those objectives.

#### 6.1.2. Preparation and Adoption

- 6.1.2.1. The Program Development Department in consultation with respective Divisions is responsible to prepare the project budget.
- 6.1.2.2. The Administration and Finance Division in consultation with respective divisions shall prepare the operational budget for the financial year.
- 6.1.2.3. The account heads for budget shall be as per the chart of accounts (**Annexure –I**).
- 6.1.2.4. The draft operational and the project budget shall be submitted to the Management Team for review and discussion.
- 6.1.2.5. The operational budget shall get final approval from board. However, the project budget shall be approved by the Management Team.

#### 6.1.3. Monitoring Performance

- 6.1.3.1. The Administration and Finance Division shall prepare a progress report when and where needed, showing approved budget, expenditure till date, and budget balance.
- 6.1.3.2. The Program concerned shall review the budget progress report, and take corrective measures if there are any variances.

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#### 6.1.4. Budget Revision

6.1.4.1. A budget revision may be required during the year depending on requirements of each program or the donors. The budget revision may be of the following two types:

1. Re-appropriation of budget (**F– F17**)
2. Supplementary budget (**F – F18**)

**1. Re-appropriation** - Re-appropriation of budget includes the following:

- a. Transfer of budget from one expenditure head to another;
- b. Transfer of budget from one activity to another activity; or
- c. Transfer of budget from one funding source to another, if acceptable.

**2. Supplementary budget-** Supplementary budget shall mean the budget in addition to the one already approved in the annual budget for the year.

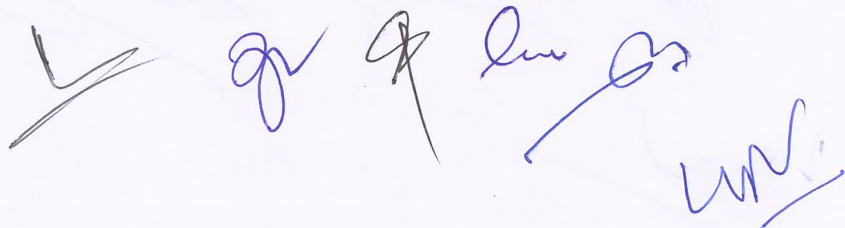
6.1.4.2. The ED shall approve the re-appropriation of the Operational Budget; the supplementary budget for the Operational shall be approved by the board.

6.1.4.3. The approval for project budget revision shall be sought from the donors.

#### 6.1.5. Management fees

6.1.5.1. The term “management fees” refer as the fees paid as compensation for providing professional skills and abilities, as well as the extra time spent for managing the project by operational personnel.

6.1.5.2. In every project budget proposal, 10-15% of the total proposed budget shall be proposed as management fees.

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## 6.2. FINANCIAL REPORTING

### 6.2.1. Standard Financial Reporting Statement of RSPN

6.2.1.1. The standard of financial reporting statements of RSPN shall be prepared based on the CSOA's Financial Reporting format, October 2018 which includes the following:

1. **Receipt and Payment Statement (F-F19)** – a statement is a summarized cash and bank transactions prepared at the end of the accounting period.
2. **Statement of Financial Affairs or Balance Sheet (F-F20)** – a statement of assets, liabilities and capital of the organization at a particular point in time.

6.2.1.2. **The project financial report statement (F-F21)** shall be prepared for the donors as per the requirement. The financial reporting format shall depend on donor's requirement.

6.2.1.3. The financial statements of RSPN shall show data for two consecutive years: current year data and the previous year data.

6.2.1.4. As required by the CSOA Rules and Regulations 2010, the amounts in the financial statements shall be segregated into ngultrum and foreign currency.

### 6.2.2. Frequency of preparation

6.2.2.1. The financial statements described in the preceding section shall be prepared annually, or as and when required by the management, the Board or the donors. The financial statements shall be accompanied by relevant schedules.

6.2.2.2. The financial statements shall be ready at least one day before the schedule of upcoming Board Meeting if the statements are required during the meeting.

### 6.2.3. Review and Distribution

6.2.3.1. The any financial reports shall be reviewed first by ED before distribution to parties.

6.2.3.2. The ED shall submit the reviewed financial statements to the Board for their information and comments.

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6.2.3.3. The head of the Administration and Finance Division shall present the financial statements during the scheduled Board Meeting if required by the management and board.

### **6.3. ANNUAL AUDIT**

#### **6.3.1. Overview**

6.3.1.1. The book of accounts shall be audited by Royal Audit Authority's certified auditors at least once in a year.

6.3.1.2. The Head of Finance & Investment Division shall communicate directly with the audit team for conducting an audit.

#### **6.3.2. Preparation for the Audit**

6.3.2.1. The every division shall be respected to auditors call during the audit period to provide necessary documents, and clarifications.

#### **6.3.3. Concluding the Audit**

6.3.3.1. The Administration and Finance Division is ensured that the financial documents submitted to the auditors are returned when the audit is completed.

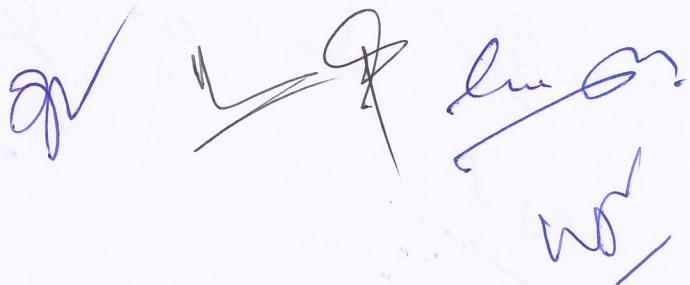
6.3.3.2. The relevant division shall respond the audit observations upon discussion with management.

#### **6.3.4. Post Audit**

6.3.4.1. The management shall ensure that the auditor's compliances are fulfilled.

6.3.4.2. Any unresolved observations shall be resolved at the earliest to the full satisfaction of Auditors.

6.3.4.3. The Head of Finance & Investment Division shall circulate the audit report to board, relevant stakeholders, and donors when needed.

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#### 6.4. INSURANCE

6.4.1 It is the policy of RSPN to maintain adequate insurance coverage for buildings, Vehicles, Equipment, and other assets as deemed necessary by the management.

6.4.2 Ensure that the properties undertaken insurance is renewed timely.

#### 6.5. RECORD RETENTION

##### 6.5.1. Maintenance of records

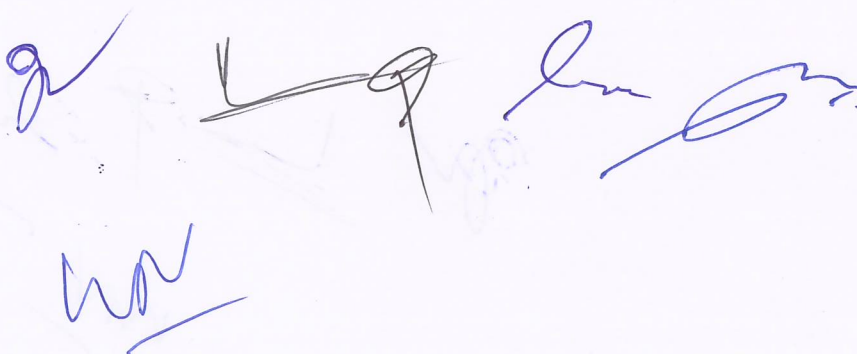
6.5.1.1. The RSPN shall ensure that adequate measures are undertaken for the safe custody of all the financial records, and contract documents against loss, misplacement, mishandling, defacing, mutilation etc.

##### 6.5.2. Preservation period of financial and contract documents

6.5.2.1. The minimum preservation period shall be calculated from the date of the completion of audit by the external auditor and settlement of audit observations pertaining to the contents of the records, if any.

6.5.2.2. The minimum period for preservation of the specific financial and contract records shall be as given hereunder:

Sl. No.	Type of Records	Minimum period of retention
1	Documents related to preparation and approval of the annual budget	24 months
2	Record on receipt of funds from donors	60 months
3	Bank Statement and Bank Reconciliation Statements	24 months
4	Revenue Receipt Books and other revenue records	24 months
5	Payment/Receipt/Journal/Reverse Vouchers	36 months
6	Dishonored cheques	up to settlement of audit
7	Record on fixed assets, office equipment, and vehicles	till the disposal and settlement of subsequent audit
8	Records pertaining to supplies and materials	- Do -
9	Records related to investment	till the sale of investments and settlement of subsequent audit



10	Payroll records and summaries	60 months
11	Cheque books, and cash books( if Rules and Regulations cash book is maintained)	60 months
12	Contract documents	60 months or till the settlement of audit whichever is later
13	Financial Statements	Permanently
14	Audit Reports	Permanently

**6.5.3. Destruction of Records**

- 6.5.3.1. The following procedures shall be followed with regard to the destruction of financial and contract records:
- 6.5.3.2. Upon completion of the minimum preservation period specified in 6.4.2.2, the Head of Finance & Investment Division shall prepare and submit the list of records requiring destruction to the Management.
- 6.5.3.3. The records shall be destroyed in the presence of the management team.
- 6.5.3.4. The RSPN shall maintain a Register of destructed records.

Handwritten signatures in blue ink, including a large signature on the left, a signature with a checkmark in the middle, and a signature on the right. Below these are two smaller, less distinct signatures.

## Annexure I – Delegation of Financial Power

SL. No	Power Delegated	Chairperson of the board	Executive Director	Head of the Division and Department
<b>1</b>	<b>Personnel &amp; Other Emolument</b>			
1.1	Personnel Emolument	Full Power	Full Power	Nil
1.2	Allowances	Full Power	Full Power	Nil
1.3	Leave Encashment	Full Power	Full Power	Nil
1.4	Sanction of Arrears	Full Power	Full Power	Nil
1.5	Casual Labour/Daily Wages	Full Power	Full Power	Nil
1.6	Sanction of Bonuses	Full Power	Full Power	Nil
<b>2</b>	<b>Sanction of Honorarium</b>			
2.1	All Technical/Professional Panels related to Fund's Work	Full Power	Full Power	Up to Nu. 15,000/occasion
<b>3</b>	<b>Travel and Allowances</b>			
3.1	Official Tour (Local/Abroad) of Staff	Full Power	Full power	Nil
3.2	Leave Travel Concession	Full Power	Full Power	Nil
3.3	Local/Abroad Training of Staff	Full Power	Full Power	Nil
<b>4</b>	<b>Utilities</b>			
4.1	Telegram, Telephone, Fax, Telex, Electricity, Water and Other Utilities	Full Power	Full	Up to Nu. 15,000
<b>5</b>	<b>Rental of Properties</b>			
5.1	Hiring of Building for Office use	Full Power	Full Power	Nil
5.2	Hiring of Machinery/Equipment	Full Power	Full Power	Nil
5.3	Hiring of Vehicle	Full Power	Full Power	Nil

Handwritten signatures in blue ink, including a large signature on the right and several smaller ones on the left and bottom left.

<b>6</b>	<b>Supply of Materials</b>				
6.1	Purchase of Stationery and store items	Full Power	Full Power	Up to Nu. 15,000/Occasion	
6.2	Books and Periodicals	Full Power	Full Power	Up to Nu. 15,000/Occasion	
<b>7</b>	<b>Maintenance of Property</b>				
7.1	Insurance	Full Power	Full Power	Nil	
7.2	Repair and Renovation of Office	Full Power	Full Power	Nil	
7.3	POL for Office Vehicles	Full Power	Full Power	Nil	
7.4	Repair of Vehicles	Full Power	Full Power	Nil	
7.5	Purchase of Spares/Tyres	Full Power	Full Power	Nil	
<b>8</b>	<b>Operating Expenses</b>				
8.1	Postage, Stamps, Exhibition, Advertisement, Carriage, etc.	Full Power	Full Power	Nil	
<b>9</b>	<b>Hospitality and Entertainment</b>				
9.1	Entertainment of Official Guests, etc.	Full Power	Full Power	Nil	
9.2	Official Gifts	Up to Nu. 10,000 per occasion	Up to Nu. 10,000 per occasion	Nil	
<b>10</b>	<b>Retirement Benefits</b>				
10.1	All Post Service Benefits	Full Power	Full Power	Nil	
<b>11</b>	<b>Purchases</b>				
11.1	Tools/Machineries	Full Power	Full Power	Nil	
11.2	Furniture/Office Equipment	Full Power	Full Power	Nil	
11.3	Vehicles	Full Power	Full Power	Nil	
<b>12</b>	<b>Services</b>				

Handwritten signatures in blue ink, including a large signature on the left and several smaller ones on the right, some with checkmarks.

	12.1	Equipment servicing and Award of Annual Maintenance Contracts.	Full Power	Full Power	Nil
<b>13</b>	<b>Advances</b>				
	13.1	Advances to employees, Advance to Parties	Full Power	Full Power	Up to Nu. 15,000/Occasion
<b>14</b>	<b>Constructions</b>				
	14.1	Administrative Approval & Award of Contract/Work	Full Power	Full Power	Nil
<b>15</b>	<b>Revision of Budget</b>				
	15.1	Re-appropriation – Operational Budget	Full Power	Full Power	Nil
	15.2	Supplementary- Operational Budget	Full Power	Nil	Nil
	15.3	Revision- Project Budget	Nil	Nil	Nil
<b>16</b>	<b>Grant Approval</b>				
	16.1	Small grants	Full Power	Full Power	Up to Nu. 15,000/occasion
<b>17</b>	<b>Disbursements</b>				
	17.1	Board Approved Grants	Full Power	Full Power	Up to Nu. 15,000/occasion

The bottom of the page features several handwritten signatures in blue ink. There are four distinct signatures: one on the left, one in the center, one on the right, and another one below the first signature on the left.

## Annexure II – Chart of Accounts

Code No.	Account Head
<b>1000</b>	<b>Current Asset</b>
1001	Cash in Hand (Nu.)
1002	Cash in Hand (USD)
1003	Cash at Bank (Nu.)
1004	Cash at Bank (USD)
1005	Prepaid Rent
1010	Prepaid Expenses
1020	Accrued Income
1021	Advance to Employee (Salary)
1022	Advance to Employee (Project)
1023	Advance to Parties
1024	Fuel Deposit Advance
1025	Loan Receivable
1031	Accounts Receivable
1032	Provision for Doubtful Debts
1033	Inventory on Hand
1034	Endowment Fund
1035	Short-term Investment
<b>1500</b>	<b>Fixed Asset</b>
1501	Land
1502	Buildings
1503	Plant & Machinery
1504	Accumulated depreciation – buildings
1505	Vehicles
1506	Accumulated depreciation – vehicles
1507	Office equipment
1508	Accumulated depreciation – office equipment
1509	Accumulated depreciation – furniture and fixtures
<b>1600</b>	<b>Investment</b>
1601	Long-term Investment
1602	Long-term deposit

Handwritten signatures and initials in blue ink, including a large checkmark, a stylized signature, and several other scribbles.

1603	Shares and securities
<b>2000</b>	<b>Current Liabilities</b>
2001	Accounts payable
2002	Accrued expenses
2003	Remittance and recovery
	Remittance - Provident Fund (employee contribution)
	Remittance - Group Insurance Scheme (GIS)
	Remittance - Personal Income Tax (PIT)
	Remittance - Health Contribution
	Remittance - Loan Payable (Bank Loan)
	Remittance - Tax Deducted at Source (TDS)
2004	Welfare fund
2005	Gratuity fund
2006	Security Deposit/Earnest Money Deposit
2007	Other current liabilities
<b>2500</b>	<b>Non –current Liabilities</b>
2501	Loans Payable
2502	Other non – current liabilities
<b>3000</b>	<b>Retained Earnings</b>
3001	Retained Surplus / accumulated deficit
3002	Current year surplus / deficit
<b>4000</b>	<b>Income</b>
4001	Donations/contributions
4002	Grant Funds
4003	Interest /dividends
4004	Interest – Endowment

The image shows four distinct handwritten signatures in blue ink, arranged horizontally across the bottom of the page. The signatures are stylized and appear to be initials or names of individuals.

4005	Interest – Operating
4006	Sale of Goods
4007	Management fees
4008	Gain on sale of non-current assets
4009	Rental income
4010	Consultancy/contract income
4011	Fees
4012	Gain in exchange rate
4013	Other income
<b>5000</b>	<b>Expenses</b>
5001	Pay & Allowances
5002	Wages/Remuneration
5003	Honorarium
5004	Consultancy
5005	Entertainment
5006	Fees
5007	Fundraising expenses
5008	Rental Expenses
5009	Travel – DSA /incidental expenses
5010	Travel – Airfare
5011	Transportation – Vehicle
5012	Transportation – Porter/ pony
5013	Utilities – Telefax, Internet, website
5014	Utilities – postage and courier
5015	Utilities - Electricity, water and sewerage
5016	Utilities – Others
5017	Supplies and maintenance: Office supplies
5018	S&M – Printing, Photocopying & Publications
5019	S&M – Medicines, laboratory, consumables
5020	S&M – Fertilizers, Chemicals, Manures, Inoculants
5021	S&M – Seeds and seedlings
5022	S&M – Equipment
5023	S&M – Others
5024	Operating Exp. – Advertising & promotion

Handwritten signatures in blue ink, including a checkmark, a stylized signature, and a signature with a large flourish.



5025	Operating Exp. – Taxes, duties, royalties, handling and bank charges
5026	Operating exp.- Insurance (Building/vehicle and etc.)
5027	Exp. On Structure – Buildings
5028	Exp. On Structure – Roads
5029	Exp. On Structure – Bridges
5033	Exp. On Structure – Irrigation canals
5034	Exp. On Structure – Landfill
5035	Exp. On Structure – Drains
5036	Exp. On Structure – Water & Sanitation
5037	Exp. On Structure – plantations
5038	Exp. On Structure – Fencing
5039	Exp. On Structure – Others
5040	Production and Development
5041	Audio visuals productions
5042	Publication productions
5043	Souvenir productions
5044	Production and Dev. – Others
5045	Program – Data inputs, analysis, documentations
	Program – Design & Layout
	Program – Training
	Program – Survey
	Program – Workshop/Meetings
	Program – Information, Education & Communications (IEC)
5046	Program – Reporting / Presentations
5047	Program – Monitoring & Evaluations
5048	Programs – Awareness, advocacy,
5049	Programs – Campaigns
5050	Programs – Social events
5051	Programs – Exhibitions/ Demonstrations
5052	Programs – Others
5054	Grants – Government agencies
5055	Grants - Private agencies
5056	Grants - individuals
5057	Grants – Others
5554	Grants – Award

Handwritten signatures in blue ink, including a large signature on the right and several smaller ones on the left and bottom center.

### Annexure III – Depreciation Table

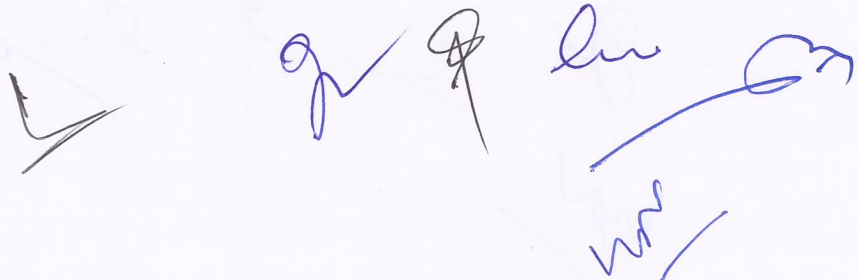
Sl. No.	Item	Method of Depreciation	Depreciation Percentage	Estimated useful life	Approximate Scrap Value after useful life
1	Land	Not applicable	Nil	Infinite	Most likely to be appreciated
2	Building Permanent	Diminishing balance	3.5	70 years	-do-
3	Building Semi-Permanent	-do-	10	25 years	To be based on actual condition
4	Electrical Installation	-do-	10	10 years	34.83%
5	Transmission line High Tension	-do-	5	50 years	8.06%
6	Transmission line Low Tension	-do-	10	20 years	12.16%
7	Sub-station equipment	-do-	10	20 years	12.16%
8	Generators	-do-	20	6 years	26.21%
9	Furniture, fixtures, fittings – Steel	-do-	8	12 years	36.72%
10	Furniture, fixtures, fittings – Wooden	-do-	10	10 years	34.86%
11	Office equipment	Diminishing balance	15	6 years	37.71%
12	Vehicle – Heavy, medium, light and 2 wheelers)	-do-	20	6 years	26.21%

13	Vehicle – Heavy, medium, light and 2 wheelers)	-do- Allotment Rule	10, 15, 20, 20, 20, 20	7 years	26.21%
14	Earthmoving and other machinery – (heavy, medium and light)	Diminishing balance	20	6 years	26.21%
15	ICT equipment	-do-	25%	6 years	17.80%
16	Tents/tarpaulin/linen etc.	-do-	40%	6 years	4.67%

Handwritten signatures in blue ink, including a large signature on the right and several smaller ones on the left.

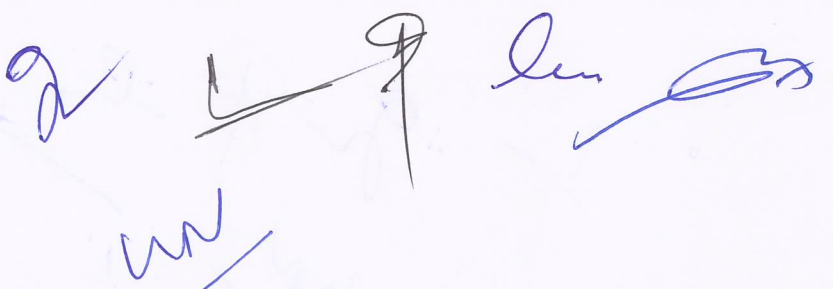
### Annexure IV- Bank Reconciliation Statement

Details	Amount
<b>A. Balance as per the Cash book</b>	<b>Xxxx</b>
Add: Cheque issued but not presented for payment	Xxxx
Add: Direct transfer to bank not recorded in cash book	Xxxx
Add: Interest income paid by bank but not recorded in the cash book	Xxxx
<b>B. Total (Add)</b>	<b>Xxxx</b>
Less: Bank charges directly debited by bank but not recorded in cash book	Xxxx
Less: Cash collection recorded in cash book, but not deposited into bank	Xxxx
<b>C. Total (Less)</b>	<b>Xxxx</b>
<b>Bank Balance as per Bank Statement</b>	<b>Xxxx</b>
<b>Reconciliation (A+B-C)</b>	<b>Xxxx</b>

Handwritten signatures and initials in blue ink at the bottom of the page. There are several distinct marks, including what appears to be a checkmark on the left, and several sets of initials or signatures in the center and right.

## List of Forms

Sl.No.	Title of Form	Form no.
1.	Receipt Voucher	Finance – Form (F-F1)
2.	Money Receipt	F-F2
3.	Receipt book register	F-F3
4.	Expenses Report form	F-F4
5.	DSA Claim Form	F-F5
6.	Payment Voucher	F-F6
7.	Journal Voucher	F-F7
8.	Cheque Issued Register	F-F8
9.	Pay bill	F-F9
10.	Pay Slip	F-F10
11.	Benefit working sheet	F-F11
12.	Cash Book	F-F12
13.	Salary advance application form	F-F13
14.	Project advance application form	F-F14
15.	Imprest advance application form	F-F15
16.	Advance to party form	F-F16
17.	Re-appropriation of Budget	F-F17
18.	Supplementary budget	F-F18
18.	Receipt and Expenses Statement	F-F19
19.	Balance sheet	F-F20
20.	Project Financial report statement	F-F21



### Royal Society for Protection of Nature

#### Receipt Voucher

No. ...

Date ....

Through: Cash/Cash at Bank

Particulars	Amount
Account: Account head	Xxx
Total	Xxx

Account of: (Narration)

Amount (in words):

Bank transaction details:

Cheque/DD no.....date ....

Checked by:

Verified by:

Authorized by:

Handwritten signatures in blue ink at the bottom of the page. There are several distinct signatures, including one that appears to be 'G.P.' and another that looks like 'L.S.'.

# Royal Society for Protection of Nature

## Money Receipt

RSPN Address

Receipt No.....

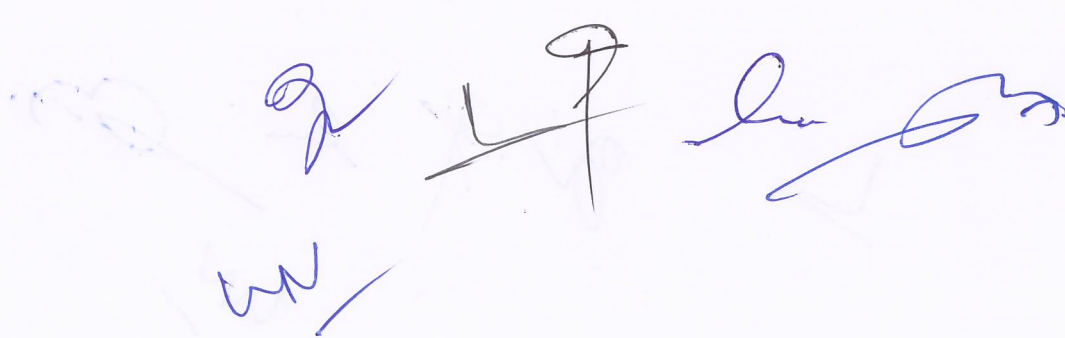
Received from.....a sum of Nu.(figure).....Ngultrum(Words).....

On account of .....

By cash/draft/cheque no.....date.....

Accountable Officer

Royal Society for protection of Nature

The bottom of the page features several handwritten signatures in blue ink. There are four distinct signatures arranged horizontally, and a fifth signature is located below the first one. The signatures are stylized and appear to be in cursive or a similar script.

### Royal Society for Protection of Nature

#### Receipt book register

Date	Receipt No.		Issued		Issued to	Signature
	From	To	from	To		

*[Handwritten signatures and marks in blue ink]*





**TRAVEL ALLOWANCE CLAIM**

Name : \_\_\_\_\_ Designation : \_\_\_\_\_  
 Grade : \_\_\_\_\_ Project : \_\_\_\_\_  
 Purpose : \_\_\_\_\_

Date	Place		DSA Eu.	Travel fare Nu.	Total Eu.
	From	To			
<i>Total Nu.</i>					
Advance taken			: Nu.		
Total Expenses			: Nu.		
Amount Claimed/refunded			:		

**Submitted by:**

-----  
 Signature

Date:

**Verified by :**

**Supervisor:**

(Signature/Designation) \_\_\_\_\_ Date:

**Checked by AFD:**

(Signature/Designation) \_\_\_\_\_ Date:

### Royal Society for Protection of Nature

#### Payment Voucher

No. ...

Date ....

Through: Cash/Cash at Bank

Particulars	Amount
<b>Account:</b> Account head	Xxx
<b>Total</b>	Xxx

Account of: (Narration)

Amount (in words):

Bank transaction details:

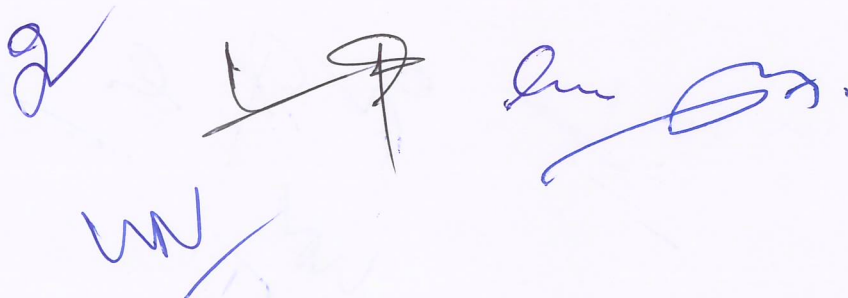
Cheque/DD no.....date ....

Receiver's signature and details:

Checked by:

Verified by:

Authorized by:



Handwritten signatures in blue ink, including a large signature on the right and several smaller ones on the left.

### Royal Society for Protection of Nature

#### Journal Voucher

No. ...

Date ....

Particulars	Debit	Credit
Account: By account head	Xxx	
Account: To Account head		Xxx
Total	Xxx	Xxx

On account of: (Narration)

Checked by:

Verified by:

Authorized by:



## Royal Society for Protection of Nature

### Cheque Issued Register

Sl.no.	Date of issue	Cheque no.	Name & Signature of Payee	Amount

## Royal Society for Protection of Nature

Thimphu Bhutan

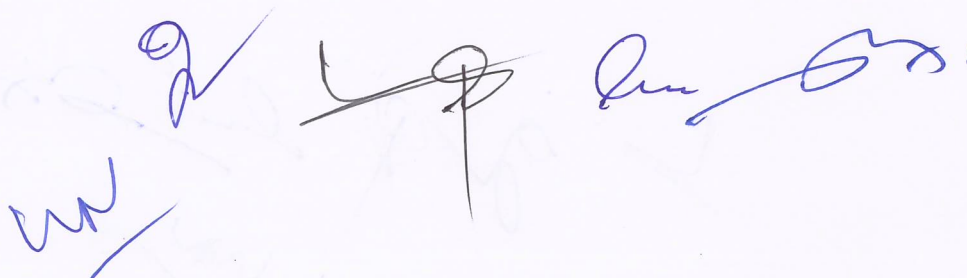
### Pay Bill

Pay bill for the month of .....

Sl.no.	Employee's name	Designation	Grade	Basic Pay	Allowance/EL/LTC	Gross pay	Deductions	Total Deductions	Net Pay
<b>Total</b>									

Prepared by:

Approved by:



## Royal Society for Protection of Nature

### LAST PAY CERTIFICATE OR PAY SLIP FOR THE MONTH OF .....

Name :

Grade:

Designation:

Citizen ID No.:

Tax Payer No.:

EARNINGS	AMOUNT	DEDUCTIONS	AMOUNT
BASIC PAY	xxxx	1. GPF	Xxxx
Allowance	xxx	2. GIS	Xxxx
<b>GROSS PAY(A)</b>	<b>xxxxx</b>	3. PIT	xxxx
		4. Health Cont.	xxx
		5. Bank loan	Xxx
		6. Advance	xxx
		7. Welfare fund	xxx
		8. Welfare loan	Xxx
		9. OTHERS	xxx
		<b>Total deductions (B):</b>	<b>Xxxx</b>
<b>NET PAY (A-B)</b>	<b>Xxxx</b>	<b>(Nu. In words)</b>	

I hereby certify that the information given in this certificate is true and correct to the best of my knowledge.

(Name and Designation  
of issuing authority)

## Royal Society for Protection of Nature

### Resignation benefits working sheet

Date....

**Personal Profile**

Name;.....

Designation:.....

Grade:.....

Citizenship ID no.....

Tax Payer No.(TPN):.....

Date of Birth:.....

Date of joining the service:.....

Date of Resignation:.....

Current Basic Pay:.....

Year of services completed.....

Service relieving order no.:.....

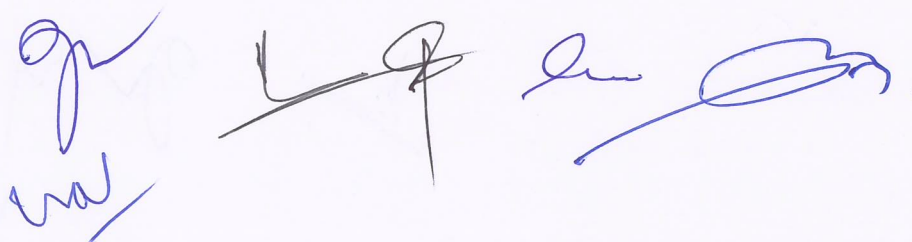
<b>A. Benefits</b>	
1.Gratuity (No. of years served x current basic pay)	Xxxx
2.Earned Leave (no. of balance days x (current basic pay/per day)	Xxxx
3.Leave Travel Concession (basic pay up to ceiling Nu.30,000 )	Xxxx
<b>Total Benefits</b>	Xxxx
<b>B. Deductions</b>	
1.Advance	Xxxx
2.PIT against EL	Xxxx
3.Any refunds	Xxxx
<b>Total deductions</b>	Xxxx
<b>Net Amount (A-B)</b>	Xxxx

Amount (in words).....

Prepared by,

verified by,

Approved by,



## Royal Society for Protection of Nature

### Cash Book

For the month of .....

Dr.(receipt)

Cr(Payment)

Date	Ref. no.	Particulars	Amount	Cash	Bank	Date	Ref. no.	Particulars	Cheque no.	Amount	Cash	Bank
<b>Total receipt</b>			xxx	xxx	xxx	<b>Total expenditure</b>				xxx	xxx	xxx
						<b>Total closing Balance</b>				xxx	xxx	xxx

Handwritten signatures and initials in blue ink, including a large checkmark and several cursive signatures.



**Salary Advance application form**

Date .....

Name: .....

Designation:.....

Advance request (amount)	Purpose of advance	Monthly deductions (amount)	Deduction effective from (date)	Outstanding advance (if yes Nu.)

(Signature of applicant)

Verified by,

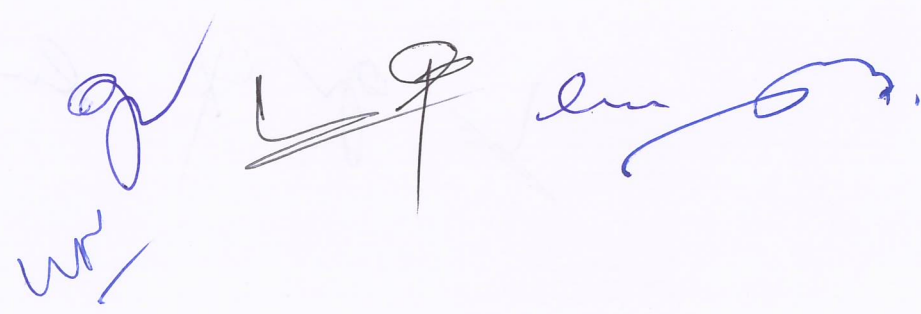
(AFD)

Approved by,

(Executive Director/Chief)

**Note:**

- The verification should seek before approval.
- The Chief will approve if the amount is below Nu.10,000 upon verification from AFD.
- The advance shall not exceed more than two months basic pay.



**PROJECT ADVANCE APPLICATION FORM**

Date .....

Name of Employee :

Designation :

Division/Program :

Project Name :

Project Activity *(Summary of the planned activity against which the advance is requested)*

*Estimate breakdown of amount requested and the related budget heads are indicated below.*

Particulars/activity	Project budget head	Amount (Nu.)	Verification <i>(for AFD use only)</i>
Total amount			

Signature of Applicant: .....

Endorsed/Verified by:

Division Chief/Director: Sig:.....

AFD: Sig:.....

Approved by:

Executive Director: Sig:.....

-----  
Received an amount Nu.....(Ngultrum.....)

.....) only in CASH/CHECK No. ....

Recipient name (if different from the applicant):.....

Shaded (grey) area is to be used by the accounts personnel to verify fund availability against the amount requested and **no fresh advance will be released if previous advance is not settled.**

**Impress advance application form**

Date .....

Name: .....

Designation:.....

Advance request (amount)	Purpose of the advance	Chargeable account

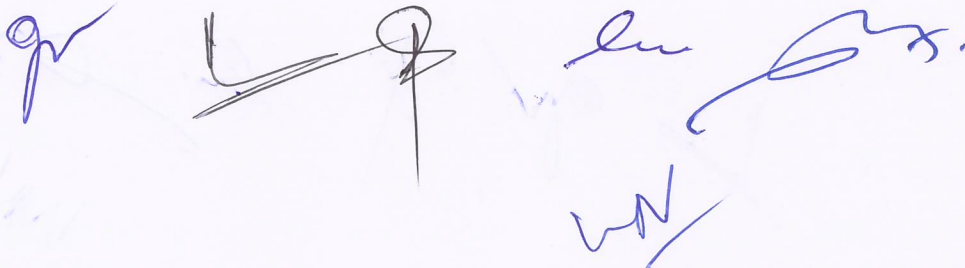
(Signature of applicant)

Verified by,

(AFD)

Approved by,

(Executive Director Director/Chief)

The bottom of the page features several handwritten signatures in blue ink. On the left, there is a signature that appears to be 'JW'. In the center, there is a signature that looks like 'L. P.'. On the right, there is a large, stylized signature that could be 'L. S.'. Below these, there are some smaller, less distinct marks and another signature that looks like 'WV'.

**Advance to party**

Date .....

Name of the party : .....

Address : .....

Advance request (amount)	Name of the work assigned	Work order no. and date	Outstanding balance advance

(Signature of applicant)

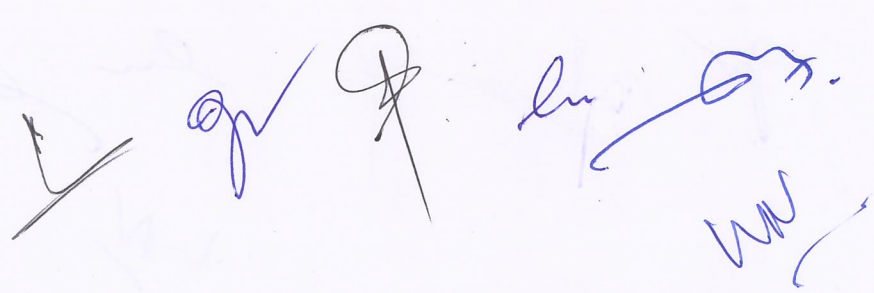
Verified by,

1.Project officials:

2.AFD:

Approved by,

(Executive Director)

The bottom of the page features several handwritten signatures in blue ink. From left to right, there is a checkmark-like signature, a signature that appears to be 'an', a signature that looks like 'P', a signature that looks like 'lu', and a signature that looks like 'WV'. There are also some faint, illegible markings below these signatures.

**Budget re-appropriation**

Grant No (if any):

Project name:.....

Project duration:.....

Proposed extension period (if relevant).....

Division.....

Activity requiring re-appropriation (changes in budget)  (1)	Current amount in Column (1) activity  (2)	Proposed re-appropriation		Amount in source/column (3b) after amendment  (4)
		Amount required (additional amount)  (3a)	Source (the activity head from where the additional amount will be allocated)  (3b)	

**1. Justification (required field):** Briefly state the reason for proposing budget re-appropriation.

Submitted by:

Verified by:

Endorsed by:

Four handwritten signatures in blue ink are located at the bottom of the page. From left to right: a checkmark, a signature, a signature with a vertical line extending downwards, and a signature.

**Supplementary budget request form**

Grant No (if any):

Project/operational name:.....

Project/operational duration:.....

Proposed extension period (if relevant ).....

Division:.....

Total approved budget (Nu/USD)	Current activity and budget		Proposed new activities and budget	
	Activity heads	Budget available (Nu/US)	Activities	Budget (Nu/US)

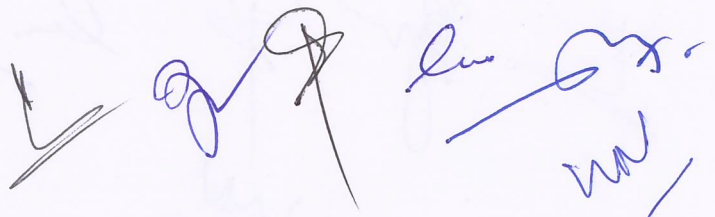
**Justification for budget/activity supplementary**

-----

Submitted by:

Verified by:

Endorsed by:



## Royal Society for Protection of Nature

### RECEIPT AND PAYMENT STATEMENT

(For the period ending 31<sup>st</sup> December XXXX)

Sl.#	Group/Broad Head of Account	Schedule	Receipt (Nu/US\$)	Payments (Nu./US\$)
1	<b>Opening Balance:</b>			
	a.Cash		Xxx	
	b.Bank		Xxx	
2	<b>Revenue:</b>			
	a.Operating Revenue		Xxx	
	b.Non-operating Revenue		Xxx	
3	<b>Grants:</b>			
	a.Cash		Xxx	
	b.In-kind		Xxx	
4	<b>Donation:</b>			
	a.Cash		Xxx	
	b.In-kind		Xxx	
5	<b>Program &amp; Project Supports</b>			
	a.Cash		Xxx	
	b.in-kind		Xxx	
6	<b>Expenditure</b>			
	a.Operating			Xxx
	b.Non-operating			Xxx
	c.Program & Project			Xxx
	<b>Excess of income collected over expenses</b>			
7	<b>Other cash transactions</b>			
	Principal repayment of loan			Xxx
	Restricted fund		Xxx	
	Bank loan received		Xxx	
	Assets acquisition		Xxx	
	Statutory recoveries/ remittances			Xxx
	Advance & Adjustment		Xxx	Xxx
	Net other cash transaction			
	Excess of cash receipts over (under) disbursements for the year			
8	<b>Closing Balance</b>			
	a.Cash			Xxx
	b.Bank			Xxx
	<b>Total</b>		Xxxx	Xxxx

(Head of the Finance & Investment Division)    (Head of the organization)    (Chairperson)    (Auditor)

## Royal Society for Protection of Nature

### Statement of Assets and Liabilities (Balance sheet) as on 31<sup>st</sup> December xxxx

	Schedule	For the year ended (current year)				For the year ended (previous year)			
		(A)		(B)		(A+B)		(A+B)	
		Nu.	US\$	Eqv.(Nu.)	Total (Nu.)	Nu.	US\$	Eqv.(Nu.)	Total (Nu.)
Assets									
Cash									
Bank									
Account Receivable									
Inventory									
Prepaid Items									
Plant & Equipment									
Accumulate Depreciation									
Advances									
Liabilities									
Accounts Payable									
Loan & Borrowings									
Accrued Liabilities									
Statutory remittances									
Total Net Assets									
Represented by									
Endowment fund									
Excess of income collected over expenses disbursed:									
Beginning of the year									
For the year									
End of the year									

(Head of the Finance & Investment Division)    (Head of the organization)    (Chairperson)    (Auditor)

RSPN/FRR-2022

Handwritten signatures in blue ink, including a large signature on the left and several smaller ones on the right, some with horizontal lines underneath.



## Royal Society for Protection of Nature

### Project Financial Report

Project Title: .....

Project Donor:.....

Project Agreement No.:.....

Project Period:.....

Reporting period:.....

Project Account head	Approved budget (Nu./US\$)	Fund received (Nu./US\$)	Expenditure (Nu/US\$)			Balance (Nu/US\$)
			Previous	Current	Cumulative	
Opening balance						
Fund received						

Prepared by:

Verified by:

Endorsed by:

Three handwritten signatures in blue ink are present at the bottom of the page, corresponding to the 'Prepared by', 'Verified by', and 'Endorsed by' fields. The signatures are stylized and difficult to read.

**Royal Society for Protection of Nature**

P.O. Box: 325, Building No.: 25

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