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CESD | CENTER FOR ECONOMIC
& SOCIAL DEVELOPMENT

Global Think-Tank

CESD FINANCIAL SERVICES POLICY

Center for Economic and Social Development

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This Policy was approved by the CESD Board on November 12, 2021 and approved by Dr. Vugar Bayramov, the Chairman of the center.

ACCOUNTING AND CASH OPERATIONS

1. Following the legislation of the Republic of Azerbaijan, cash withdrawals from the organization's bank account must be implemented throughout the checkbook in accordance with the documents (budget) approved by the Chairman and Financial Director of the Center for Economic and Social Development.
2. A cash receipt warrant approved by the Ministry of Finance of the Republic of Azerbaijan is drawn up for cash received from the bank branch or various transactions (services), and the right side of this warrant (receipt) must be cut off from the cutting line and presented to the person giving the money.
3. The cash receipt warrant must be signed by the Chairman, Financial Director, and cashier of the organization and approved by the stamp of the organization.
4. After the relevant documents for the issuance of cash are fully prepared, they must be presented to the cashier, and the process of issuing cash from the cash register can be carried out.
5. Cash receipts should be prepared by the cashier based on the cash request for cash withdrawals from the cash register.
6. The cash voucher must be signed by the Chairman, Financial Director and cashier of the organization, as well as the person receiving the cash (noting the identity card number, series and date of issue of the person receiving the cash) and must be approved by the stamp of the organization.
7. Supporting documents (cash receipts, invoices, contracts, payment schedules, as well as copies of other necessary legal documents) must be attached to the back of the vouchers, and cash should be withdrawn from the cash register by the cashier.
8. At the end of each month, the cashier should prepare a monthly cash report based on the transactions and operations and submit it to the Financial Director after approval by the Chairman with a signature and stamp.

9. Cash receipts, cash vouchers, and reports should be kept in lockers belonging to the Financial Director.
10. The cash in the treasury should be counted at the end of each working day and the balance of the cash in the treasury should be reconciled with the treasury book.
11. In order to fully ensure transparent control over cash balances in the treasury, the process of unexpected inventory of the treasury should be carried out with the participation of the commission created by the Chairman by internal order.
12. Financial Director and cashier of the Center for Economic and Social Development are financially responsible for the flow of cash funds and their correctness, according to documents.

BANK ACCOUNTING AND BANK TRANSACTIONS

1. According to the legislation of the Republic of Azerbaijan, the head of the Center for Economic and Social Development (Chairman) and the Financial Director (chief accountant) are responsible for each money deposited into the settlement or currency account in the bank.
2. When withdrawing cash from the bank account, the documents and checkbook approved by the organization's managers (Chairman and Financial Director) should be presented to the cashier, and the cashier has to send it to the bank in order to withdraw the cash from the bank account belonging to the organization.
3. The cash received from the bank account (treasury) should be counted and handed over in the presence of the cashier.
4. Cash received from the bank account (treasury) should be kept in the treasury of the organization in a special safe place.

5. Several payments (income tax from wages, insurance paid to Ministry of Labor and Social Protection of Population, materials received from legal or individuals with accounts in bank departments, payments for their services) according to the payment orders, should be made directly from the bank account of the organization.
6. Bank Payment orders must be approved by the Chairman of the organization and Financial Director.
7. After bank transactions, bank vouchers should be prepared by the Financial Director based on the receipts taken from the bank and the corresponding confirmation bank documents must be attached to the back of the vouchers.
8. At the end of each month, a monthly bank report should be prepared on the basis of the documents and receipts from the bank, as well as bank vouchers.
9. Financial Director is responsible for the accurate conduct of bank transactions.

ACCOUNTING AND PURCHASE-SALES OPERATIONS

1. According to the legislation of the Republic of Azerbaijan, the purchase of goods and materials (including equipment) and the provision of services must be carried out by legal or natural individuals.
2. For the purchase of goods and materials (including equipment) (rendering of services), the appropriate order forms applied by the organization must be filled and approved by the heads of the organization (Chairman and Financial Director).
3. On the basis of the relevant documents, the office manager should prepare the contracts to be signed with those legal or natural persons (individuals) about the work to be done (purchase or service).

4. After contracts and invoices are prepared, payment (by cash or transfer) processes must be approved by the heads of the organization (Chairman and Financial Director).
5. After all the above-mentioned procedures have been implemented, the office manager must carry out purchase and sale transactions based on the power of attorney approved by the Chairman and Financial Director.
6. Goods and materials (including equipment) purchased on the basis of the invoice issued by a legal or natural person after the completion of the documentation for purchase and sale transactions or service works, should be mentioned in the accounting under special numbers.
7. The office manager should prepare a monthly goods-materials report. The report must be approved by the Chairman of the organization and submitted to the financial manager.
8. The office manager is responsible for the accurate implementation of material operations.

BUSINESS TRIPS

1. The schedule of business trips should be prepared by the management of the organization, and the person going on the trip should be informed in advance.
2. After receiving the travel document, the person going on a trip should prepare a travel advance report and indicate the amount of allowance he will need during the trip. The advance report signed by the traveler is submitted to the Financial Director of the organization for verification. All expenses are presented to the Chairman of the organization after verification by the Financial Director.
3. The report must be approved by the Chairman and submitted to the Financial Director for funding.

4. The person who completes the business trip should prepare a report on the expenses of the business trip and submit it to the management within 3 (days), and the report approved by the management should be submitted to the accounting (Financial Director) to complete the financial process.

OFFICE CLEANING, RENT AND RELATED SERVICES

1. To carry out office cleaning and rental procedures, bilateral agreements (lease or service agreements) or contracts must be signed, and copies of the legal documents (identity cards, references, and other legal documents) must be attached to the agreements.
2. The cost of networking and electricity use should be calculated according to the bills presented to the management of the Center for Economic and Social Development.
3. The amounts mentioned in these invoices should be checked by accounting (or by the office manager), and if the correctness of the indicators is confirmed, they should be submitted to the financial manager for payment.
4. The management of the organization should sign a lease agreement with the car owner to provide the appropriate car service in the organization, where photocopies of the relevant legal documents of the car owner (identity card, driver's license, and technical license) should be attached to the contract.
5. The driver must compile the report on the vehicle presented to him monthly and submit it to the financial manager for the payment of fuel and driver's service fee.

SALARY AND VACATION

1. The process of paying salaries to employees in the organization must be carried out according to the legislation of the Republic of Azerbaijan.

2. When an employee is hired, an interview is conducted for the position that the employee will work for. Employee's skills, education, a form of communication, and information relevant to this position are evaluated, and an agreement or contract is signed.
3. A mutually signed labor contract and a code of ethics are drawn up with each employee, which is considered the primary document for the payment of wages.
4. The employment contract must be written in the form of Appendix No. 1 to the Labor Code of the Republic of Azerbaijan. In this employment contract, information about the employee, the duties he will perform, requirements, the number and schedule of the working days, day offs, the amount of the salary, as well as the number, series, and issue of the identity card date, should be noted.
5. From the day of signing the employment contract, i.e. from the day of employment, vacation time starts to be calculated.
6. For each employee in the organization, 2 working days per month are considered a vacation period. In general, it is calculated that 24 working days are considered for an employee who has worked full-time for eleven months.
7. In order for the employee to go on vacation, an application addressed to the Chairman of the organization is first prepared by the employee.
8. An employee can apply to the Chairman of the organization with a corresponding application at any time and get permission for vacation days.

OTHER TERMS AND CONDITIONS

1. If the employee does not perform the work according to the job description assigned to him and in accordance with his position in time and with quality, that employee may receive a reprimand and dismissal.
2. Many provisions related to employee issues are reflected in the "Employee Handbook".

3. The process of the accounting activities of the Center for Economic and Social Development is carried out according to this manual.