

## FINANCE DEPARTMENT

### **GENERAL GUIDELINE & PROCEDURE (GGP)**

#### **Aim/Objective**

This GGP contains the guidelines and procedures, which applies to the Corps of Zone 6. The main objective of these guidelines & procedures are to ensure that the proper internal controls on financial matters of each Corps are in place, and for their strict compliance.

This GGP comprises of the following components:

- Guidelines for the reimbursement of each item, purchase of items in relate to the Training, Logistics or others such as course fees, & etc.
- Approval process of reimbursement
- Procedure of reimbursement
- Listing of items which are reimbursable
- Listing of items which are NOT reimbursable

### **GUIDELINES OF REIMBURSEMENT**

1. Request for reimbursement items are spelt out clearly in the reimbursable listing stated in this GGP.
2. No reimbursement of purchase of Fixed Assets, such as furniture, fittings, equipment, computer and vehicle, including renovation works is allowed at Corps level.
3. When submitting request, the Officer / Teacher in charge, have to ensure that the **original copies** of supporting documents are enclosed. They are advised to check with the Head of Finance before commit in any purchase.
4. You are advised not to settle the bill in own payment directly. Please work with the supplier to address the invoices to “St. John Ambulance Brigade – Zone 6” with the name of Corps if you are requesting for reimbursement from the Zone. After verification and approval granted by Zone Commissioner, Head of Finance will prepare the cheque and mail directly to Supplier.
5. If this claim is at Corps level, the Teacher-in-charge has to endorse on the supporting documents with their full name & NRIC no. together with their contact telephone no. for verification if needed by the Head of Finance.

## FINANCE DEPARTMENT

6. All purchases of uniform accessories, such as belt, cadet buttons, Cap badge & etc **MUST** approach our HOD, Zone Logistics to ascertain as to whether there is any stock available for distribution, if no, the Head Logistics will do the necessary arrangement with the NHQ supply store for the purchases.
7. If any uniform accessories draw out from the Zone Logistic by the Corps level, a record will be put in place under Zone. Hence, the authorization letter from the Teacher-in-charge must be produced prior to the items are release.
8. All request on claims related to Full-uniforms, uniform accessories, courses, & etc for members must attached a listing of the following for verifications:
  - Name of Cadets
  - NRIC No
  - Items descriptions
  - Quantity
  - Signature of the Cadet

\*\* The Finance Claim Attachment form (Z6FIN F001.doc) has reference

9. Request for reimbursement at Corps level **MUST** be done by the Teacher-in-charge personally.
10. If in doubt needs clarification, pre-arrangement with Head of Finance has to be sort prior to coming down to NHQ (Zone office).

### **APPROVAL PROCESS FROM ZONE**

As this is the public fund, it is therefore required to establish a strict control process as follow:

1. **Before** any purchase made, the officer or teacher-in-charge has to find our or to consult the Head of Finance for any claimable item, so as to avoid request being rejected.
2. Subsequently, the Corps has to send an official request to Zone Commissioner through Head of Finance seeking for approval prior to the purchase.
3. All requests have to obtain the consent of the Teacher-in-charge before seeking Zone Commissioner's approval.

## FINANCE DEPARTMENT

### **PROCEDURE OF REIMBURSEMENT**

1. Teacher-in-charge is to ensure goods or services received are in good condition. Acknowledge the official document such as invoice or receipt.
2. Prepare a listing of member particulars if the claim is on uniform, uniform accessories, course fee & etc as stated in the guidelines.
3. Teacher-in-charge endorsed on the supporting document with the full name and NRIC no. together with their contact no. for verification if needed by the Head of Finance.
4. Pre-arrangement with the Head of Finance before going down to NHQ (Zone office) to submit the claims.
5. All relevant documents such as invoice, approved request from Zone Commissioner & etc are required when submitting the claims.
6. Head of Finance will verify the documents before reimbursement made. This is to ensure the rules and guidelines are adhered to.
7. Non compliance of claim procedures will be rejected.

### **LISTING OF ITEMS WHICH ARE REIMBURSEABLE**

1. Members' Full-Uniform (i.e. Shirt/Trouser/Skirt).
2. Uniforms accessories
  - i. Cap Badge
  - ii. Formation Sign
  - iii. Member button
  - iv. Belt
  - v. Ranks
  - vi. Berets

Note:

- All uniforms and accessories are to be re-cycled where ever is possible, depends on the serviceable of the items, to minimize the spending.
- All uniforms and accessories claims are entitled to 1 set per member throughout the entire 4/5 service years in school.
- A handling and taking over list must be maintained at Corps level for every member throughout their 4-5 service years in the organisation. Such records might be requested by Zone if needed.

## FINANCE DEPARTMENT

- Should there be any discontinue of service; the items must either be returned or transferred. A proper handling and taking over documentation is required to maintain at Corps level.
  - The Corps Teacher-in-charge / Officer-in-charge must be responsible to collect back from the members and safeguard the property of the St. John Ambulance Brigade at all time as stated in the Brigade Regulation edition.
3. New Commissioned Officer (Volunteer) uniform.
    - Subject to 50% or the maximum of \$50.00 whichever is lower.
    - Original invoice must be produced.
    - 1 set uniform throughout the service life.
    - Criteria: he/she must be an active in the Corps or Zone activities for the next consecutive 2 years.
    - Handling and taking over form must be signed before reimbursement. Should there be any breach of the agreement; the reimbursement amount must be returned back to the Zone.
    - Officer-in-charge or the Teacher-in-charge is responsible to ensure the criteria are enforced.
  4. Others subject to Zone Commissioners' approval. E.g. Subsidize of Corps camping, outdoor activities, anniversary celebration & etc. Proposal of the activities and the budget must be submitted for consideration and approval.  
**Please note that all budget proposed are subjected to Zone Commissioner's approval that he may decide upon on the amount to be claimed.**

### **LISTING OF ITEMS WHICH ARE NOT REIMBURSABLE**

1. Peak-cap (for officers), T-shirts, marching boot, & etc, which deemed as personal item.
2. Field rank marking for officers
3. Field Uniforms
4. Mess Kit
5. Others that are not stated in this GGP.

\* This list is not exhaustive

### **GENERAL**

1. Corps is required to consult Head of Finance before commit in any purchases.
2. The committee reserves the right to add, delete and amend the General Guideline and Procedure without prior notice.

FINANCE DEPARTMENT

CORPS: \_\_\_\_\_

**FINANCE CLAIM ATTACHMENT FORM**

S/No.	Name	NRIC No.	Item Description	Quantity	Signature	Remarks

Prepared By:

\_\_\_\_\_  
Name of Teacher-in-charge

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date