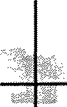


ROLE AND FUNCTIONS OF THE BAILIFF

RECORD KEEPING AND FINANCIALS

BRIEF OUTLINE

- **Roles and responsibilities within the Government Financial system**
- **Books and Records**
- **Value of good record keeping.**



Role of the Bailiff

Duties are laid out in the

- **Finance Act**
- **Financial Regulations**

The Bailiff is an Accounting Officer

- Entrusted with the receipt of Public monies
- Must ensure that your responsibilities are discharged with diligence and honesty
- Make proper provisions for the safe keeping of public monies
- Must ensure that all books and ledgers are correctly posted and kept up to date
- Produce when required by the Treasury Department or the Audit Department all books and records
- Promptly bring to account as revenue any excess cash found and promptly make good on any deficiency in cash.



Books and Records

- General Receipt Book
- Cash Record Book
- Bank Lodgement Book



General Receipt Book

Any officer collecting public monies

- Must issue a receipt whenever monies are collected.
- Must issue a receipt from an official Receipt Book
- Must ensure that the Receipt Book is received and kept in tact
- Each page must be correctly numbered with an original and duplicate copy.
- Duplicate copy of receipt must be retained in the book at all time.
- Receipt must be issued in order
- Receipt must be correctly dated, words and figure must agree and receipt must be signed
- Receipt must indicate as much details as possible of the nature of the transaction



Cash Record Book

- Must be clearly laid out showing details of the date of the transaction, name of persons/entities, receipt number, nature of the transaction and the amount of monies collected,
- Details from the General Receipt Book must be written up daily in the Cash Book
- Receipts must be written up in sequential order
- Cash Book should be balanced /totaled daily
- Should be verified by your supervisor at the end of each working day, comparing details from the duplicate copy in the Receipt Book
- All monies collected must be lodge to the Bank daily. The daily Bank lodgment must be equal to the daily total from your cash Book

Ammending Issued Receipts

- Any corrections to a receipt must be initialed by the person signing the receipt.
- The original copy of the receipt must be placed in the book and the corrections made. Original handwriting must never be found on the duplicate copy of a Receipt
- If receipt is to be cancelled, the original copy must be stapled to the duplicate in the book with the word cancelled written across the face of the original receipt and carbon copied to the duplicate as well
- The receipt number on all cancelled receipts must also be accounted for in the Cash Book

Methods of Payments

Payment by cheques.

The following should be checked before the receipt is written:

- Date - checks should not be post dated
- Signature - check must be signed
- Payment Amount: must be filled in. In addition, words and figures must correspond
- Personal Reference : where checks are not personalised, a contact telephone number must be written on the back of the check.

Methods of Payments cont'd

Payment by Cash

- Bank notes which are mutilated,(defaced, torn ets) should not be accepted
- Cash break down must be reasonable

Value of proper record keeping

- Good records are the foundation of a good business
- A good record keeping system promotes an organized lifestyle and can help in reducing stress. Trying to remember the details of a transaction which occurred a year ago could be very stressful.
- Good record keeping helps in an audit situation. If your record is incomplete the auditor cannot determine the nature of the transactions
- Proper record keeping makes it easier for future reference.
- It is a legal requirement to do so. (Set out in the Finance Act)

Cont'd

- Guarantees adequate and reliable and timely data.
- makes work easier for those responsible for reviewing your work
- good record keeping helps to measure your performance by comparing your actual results with your expected results.
- Proper record keeping is a fundamental key to "Operating Smart"

THANK YOU

- Questions from floor.