

**FINANCIAL OPERATING POLICIES AND PROCEDURES  
FOR A COMPANY - A MANUAL APPROACHES IN  
INDONESIAN PRACTICES**

## **UU No 28 tahun 2014 tentang Hak Cipta**

### **Fungsi dan sifat hak cipta Pasal 4**

Hak Cipta sebagaimana dimaksud dalam Pasal 3 huruf a merupakan hak eksklusif yang terdiri atas hak moral dan hak ekonomi.

### **Pembatasan Pelindungan Pasal 26**

Ketentuan sebagaimana dimaksud dalam Pasal 23, Pasal 24, dan Pasal 25 tidak berlaku terhadap:

- i Penggunaan kutipan singkat Ciptaan dan/atau produk Hak Terkait untuk pelaporan peristiwa aktual yang ditujukan hanya untuk keperluan penyediaan informasi aktual;
- ii Penggandaan Ciptaan dan/atau produk Hak Terkait hanya untuk kepentingan penelitian ilmu pengetahuan;
- iii Penggandaan Ciptaan dan/atau produk Hak Terkait hanya untuk keperluan pengajaran, kecuali pertunjukan dan Fonogram yang telah dilakukan Pengumuman sebagai bahan ajar; dan
- iv Penggunaan untuk kepentingan pendidikan dan pengembangan ilmu pengetahuan yang memungkinkan suatu Ciptaan dan/atau produk Hak Terkait dapat digunakan tanpa izin Pelaku Pertunjukan, Produser Fonogram, atau Lembaga Penyiaran.

### **Sanksi Pelanggaran Pasal 113**

1. Setiap Orang yang dengan tanpa hak melakukan pelanggaran hak ekonomi sebagaimana dimaksud dalam Pasal 9 ayat (1) huruf i untuk Penggunaan Secara Komersial dipidana dengan pidana penjara paling lama 1 (satu) tahun dan/atau pidana denda paling banyak Rp100.000.000 (seratus juta rupiah).
2. Setiap Orang yang dengan tanpa hak dan/atau tanpa izin Pencipta atau pemegang Hak Cipta melakukan pelanggaran hak ekonomi Pencipta sebagaimana dimaksud dalam Pasal 9 ayat (1) huruf c, huruf d, huruf f, dan/atau huruf h untuk Penggunaan Secara Komersial dipidana dengan pidana penjara paling lama 3 (tiga) tahun dan/atau pidana denda paling banyak Rp500.000.000,00 (lima ratus juta rupiah).



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Ronny Buha Sihotang

Penerbit



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## **INTRODUCTION**

Operating financial policies and procedures are an essential role for a Company. It intends to bring the key financial function plays. That's because every segment of a Company's operations affects the bottom-line results. Finance and Accounting extend beyond forecasting, cash managing to include controlling and monitoring all money-related activities throughout the Company.

That's why this Operating Financial Policies and Procedures is such an invaluable tool for all students, managers, and those of you who are interested in finance and accounting topics. As you know that all managers and accountants have to operate within prescribed financial guidelines to be effective. They have to know the limits of authority and how to use financial techniques to further the Company's objectives.

This writing is trying to give you the specific standards and procedures that you need to control the most important activities in a Company. They are ready to use to help you and every one of the students and managers take advantage of the experiences of others to minimize the risk of loss, enhance the profit, improve planning and the guard againts irregularities that could lead to severe operational, financial, and legal problems.

For example; Do all accountants and managers in the Company understand their responsibility to save and guard the property and equipment under their control? Do they dispose or treat of it in accordance with policies that ensure that the Company realizes the maximum value from it.

This book contains specific policies dealing on how to dispose of it and how to avoid fraud in the process base on Indonesian practices.

All Companies in Indonesia should implement the general finance and accounting information in accordance with the Indonesian Commercial Code (Hukum Dagang Indonesia) article 6 (six). This article states that businesses are obligated to maintain accounting records and a copy of annual financial position can be determined. The Indonesia Commercial Codes requires that the books and records and a copy of annual financial reports be retained for 30 years.

All the finance and accounting and its administration system are based on The Indonesian Accounting Principles (IAP). This IAP was bonded to the roles of The Generally Accepted Accounting Principles of Indonesia.



## TABLE OF CONTENTS

INTRODUCTION.....	i
TABLE OF CONTENTS .....	iv
CHAPTER 1 OPERATING PROCEDURES, FINANCE – TREASURY .....	1
Banking .....	1
Time Deposit.....	3
CHAPTER 2 GENERAL ACCOUNTING.....	7
The Going Concern Concepts .....	7
Tangible Fixed Assets.....	8
Leased Assets .....	9
Intangible Assets.....	10
Debtors .....	10
Provision.....	11
Taxation.....	11
Auditors.....	12
Inventory .....	12
Forex Rate .....	12
CHAPTER 3 ACCOUNTING INFORMATION SYSTEM ....	13
CHAPTER 4 INTERNAL CONTROLS .....	17
CHAPTER 5 FINANCIAL REPORTING .....	19
Operating Performance .....	19
F A 2/A Balance Sheet.....	20
Cash Flow .....	21
CHAPTER 6 THE POLICIES AND IMPLEMENTATIONS .....	23

Petty Cash .....	23
Invoice Verifications .....	24
Annual Financial Plan.....	25
Capital Expenditure Approval Policy .....	27
Variance Reporting .....	28
Corporate Reporting and Payroll Periods .....	29
Gratuities and Gifts .....	29
Collections of Indebtedness.....	30
Collection Procedures .....	31
Cost Center.....	33
Short-Term Funds .....	34
Inventory System and Records.....	36
Property Audits.....	39
Accounting System and Procedures .....	39
Payroll Distribution.....	40
Signature Approval Payment.....	43
Authorization and Approval of Expenditures.....	45
Use of Account Payable Vouchers .....	48
Insurance .....	49
Internal Audit Function .....	52
Time Card Preparation.....	56
Control, Maintenance, and Use of Office Furnitures.....	57
Property Disposal Determination .....	58
Property Disposal Authority .....	59
Disposal Method .....	61
Company Credit Cards.....	62



Supplemental Division and Department Procedures .....	62
Revision to Financial Policy Manual .....	63
Notice of Changes .....	63
Deviations From Policy.....	64
CHAPTER 7 DO IT CONSISTENTLY.....	65
BOOK REFERENCES .....	67

# CHAPTER 1

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## OPERATING PROCEDURES, FINANCE – TREASURY

### **Banking**

#### 1. Opening of New Bank Accounts

Application to open or close bank accounts or to change existing Mandates must be made to and approved by a quorum of the Board. Approval of Mandates must have been given by the respective Partners' Head Office for all applications before submission to the SGN Board for approval.

#### 2. Mandates and Authorities

Mandates must specify:-

- a. The bank may only accept instructions if in writing
- b. No provision should be included for any advances, borrowings, or rising of finance
- c. The signatories are required to operate the accounts and any restrictions relating to the level of authority and all instruments and orders on the