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RESOURCE HUB FOR DEVELOPMENT (RHD)

.....Development for All Kenyans.....

RHD Accounting Policies and Procedures Manual

Introduction

This Accounting Manual has been prepared to document the internal accounting procedures for the RHD donor funded Projects. Its purpose is to ensure that project funds and organization assets are safeguarded, that financial statements are in conformity with generally accepted accounting principles, and that finances are managed with responsible stewardship.

All personnel with a role in the management of RHD's fiscal operations are expected to uphold the policies in this manual. It is the intention of RHD that this accounting manual serves as our commitment to proper, accurate financial management, evaluation and reporting.

Division of Duties

The following is a list of personnel who have responsibilities within the accounting department:

Chief Executive Officer/ Chairman:

1. Reviews and approves all financial reports.
2. Reviews and approves annual budget.
3. Authorizes all fund transfers.
4. Reviews all bank reconciliations.
5. Reviews the payroll summary for the correct payee, days and hours worked and cheque amount.
6. Reviews all vouchers and invoices for those cheques which require his or her signature.
7. Reviews and approves all contracts for goods and services rendered to organization over the year.

Organization Secretary:

1. Approves all vouchers, invoices and cheques.
2. Receives unopened bank statements.
3. With the Senior Account Manager, and input from the CEO/Chairman and Program Directors, develops the annual budget.
5. Reviews and approves list of pending cheques disbursements.
6. Reviews all vouchers and invoices for those cheques which require his or her signature.
9. Reviews the payroll summary for the correct payee, days and hours worked and cheque amount.
10. Approves all disbursements and reimbursements.
11. Manages the project fund accounts.

Senior Account Manager:

1. Processes all receipts, disbursement and disbursements.
2. Processes the payroll, including annual returns.
3. Submits requests for fund transfers.
4. Maintains and reconciles the general ledger monthly.
5. With the Organization Secretary, and with input from the CEO/Chairman and Department Directors, develops the annual budget.
6. Prepares all financial reports, including requests for disbursement and reimbursements.
7. Manages the petty cash fund.
8. Reconciles the bank accounts.
9. Reconciles the statement of contributions, grants and donations from well-wishers, donors and partners.
10. Double-checks all funding requests against receipts provided and disbursements.

Office Assistant/Receptionist:

1. Receives and opens all incoming mail, except the bank statements.
2. Prepare invoice log.
3. Mails all cheques for payments.
4. Collect and submit all invoices and receipts for action.

Director with Most Seniority: (General Director of Programs)

1. Acts as second reviewer on cheques.
2. Reviews all vouchers and invoices for those cheques which require his or her verification before final approval.

All Departmental Directors:

1. Develops first draft of department and program budgets and works with the CEO/Chairman, Organization Secretary and the General Director of Programs to finalize.
2. Accountability to approved departmental and program budgets in project approval, implementation, purchasing and supplies decisions and in preparing cheque request vouchers.

Program Assistant, Membership

1. Processes all payments for member dues and conference registration fees

Designated Board Members (Currently the CEO/Chairman, Organization Secretary, and Treasurer)

1. Cheque signing authority on all RHD accounts.
2. Authorize all the organization expenditures.

Fund Receipts Procedures

The Office Assistant receives all incoming mail. All cheques received by the Office Assistant should be recorded on a Fund receipts log which states the program department to which the income is attributed, and stamped "for Received only". The Office Assistant then makes two copies of the cheques with one copy forwarded to the Senior Accounts Manager and the other copy to the responsible department. A copy of the Fund receipts log will be given to the Chief Executive Officer/ Chairman on a monthly basis.

Next, the Senior Accounts Manager prepares a deposit slip and deposits the funds into the organization account. The validated deposit slip should be attached to the Senior Accounts Manager's Fund receipts log and filed. All cheque copies should be filed according to month received.

A deposit not forwarded or mailed to the bank should be locked in the accounting department's lock box. No deposit should be locked in the file cabinet for more than 24 hours. If the funds are mailed to the bank, the Senior Accounts Manager should indicate the date mailed and received on the Fund receipts log. The Senior Accounts Manager should make a copy of each cheque mailed and file them in a separate file folder.

Funds Received and Disbursed by Wire Transfer:

The Chief Executive Officer/ Chairman will request a wire transfer of funds. This request will be prepared by the Senior Accounts Manager and should be signed by the CEO and the Organization Secretary.

Where appropriate - as in disbursement of project funds - the Senior Accounts Manager should forward a project financial statement to the Chief Executive Officer and Organization Secretary who then review and approves the request for disbursement or advance and files or mails the necessary documents, providing a copy to the Senior Accounts Manager.

Next, the Senior Accounts Manager will monitor the transfer of funds and maintain the appropriate records of the transactions.

As soon as the funds are credited to and withdrawn from the RHD account, the bank should send a memo to the organization through the Chief Executive Officer. The Senior Accounts Manager should then reconcile these credit and withdrawal memos to the total cash received and disbursed at the end of the month.

In the absence of the Chief Executive Officer and the Organization Secretary or, in dire emergencies, the Treasurer of the Board of Directors should authorize wire transfers.

Fund Disbursements Procedures

1. Incoming invoices will be logged in by the Office Assistant and delivered to the responsible staff person for his/her approval and to prepare a check request voucher prior to disbursement dates.
2. The staff person responsible for ordering the product or service will check the validity of the invoice against proposals/bids, etc. and work accomplished/delivered and prepares a cheque request voucher prior to disbursement dates.
3. Twice monthly on the 1st and 16th days (or the next business day if the date falls on a weekend or holiday), cash disbursements should be prepared by the Senior Accounts Manager for signature by authorized RHD officials for expenses, debts and liabilities.

4. The Senior Accounts Manager is responsible for the preparation of disbursements. All disbursements are to be made by cheque unless the item is considered a petty cash item.
5. A cheque request voucher should then be completed by the procurement staff person and attached to the original vendor invoice, and/or any other supporting documentation. The voucher should include the account codes to which the expense will be applied. Approval for an expense by the Chief Executive Officer must be indicated on the cheque request voucher.
6. After inputting all the cheque requests, the Senior Accounts Manager will prepare a master list of all cheques to be paid for approval by the Chief Executive Officer/ Chairman or Organization Secretary. If there are any questions or concerns about the amounts, the Senior Accounts Manager should provide necessary information prior to running any disbursements. If there are any items removed from the batch, the totals on the payment summary form should be corrected, initialed and dated by the Chief Executive Officer/Chairman or Organization Secretary.
7. The Senior Accounts Manager should then run an aging accounts payable, which is generated by the accounting software. A total of the disbursements to be paid will be recorded on the form and sent to the Chief Executive Officer/ Chairman for approval, along with the current balance if any.
8. Once the amount to be disbursed has been received, the Senior Accounts Manager should print the cheques and attach to the invoice, and other supporting documentation, being paid and submit for signatures. A cheque register should be run and filed together with the disbursement transmittal form.
9. While the Chief Executive Officer/Chairman, Organization Secretary, and or Treasurer sign each cheque, he/she should double check the cheque request voucher. This approval is to ensure the account and grant/project is charged to the correct expense and line item. Any cheque made to pay invoices in excess of Ksh. 10,000.00 must be signed by the Chief Executive Officer/Chairman and authorized for payment in writing by one of the Board of Directors authorized for signature.
10. After the cheques have been signed, the second signatory will double check the work, cancel the invoice by stamping APPROVED on it, and pass the cheques on to the Office Assistant for mailing. In the event that the Office Assistant is out, the administrative assistant will assume these duties.
11. All cheques will be mailed as soon as this process is completed.

12. Supporting documentation should be filed by the Senior Accounts Manager in appropriate files.
13. The Senior Accounts Manager will utilize the paid invoice files to respond to any discrepancies which arise with supplier, contractor or other payees.
14. Once monthly, the Senior Accounts Manager will cheque the invoice log to determine if there are any outstanding invoices which have not yet been paid. If so, the Senior Accounts Manager will investigate the nonpayment of these invoices with the responsible staff member.

Reconciliations

Project Fund Flow:

RHD is to maintain a minimum of ten percent (10%) of the operating budget between its operating and bank account at all times. In the event that balances fall below that amount the Chief Executive Officer/Chairman and Treasurer should be notified immediately.

Bank Reconciliations:

1. Bank statements are to be received unopened by the Organization Secretary. The receiving party should review the contents for inconsistent cheque numbers, signatures, balances and payees and endorsements at a minimum. After this cursory review is conducted, the official should initial and date the bottom, right hand corner of the first page of each bank statement reviewed. The reviewed bank statement should then be forwarded to the Senior Accounts Manager (an individual without cheque signing rights) to reconcile the bank accounts using the approved reconciliation form.
2. The person charged with this responsibility should reconcile each account promptly upon receipt of the bank statement. The account will be reconciled no later than 7 days after receipt of the monthly bank statement. In the event it is not possible to reconcile the bank statement in this period of time, the Chief Executive Officer or Organization Secretary should be notified by a written memo from the Senior Accounts Manager.
3. When reconciling the bank accounts, the following items should be included in the procedures:
 - a. A comparison of dates and amounts received or withdrawn as shown on the bank statements with the fund receipts journal.
 - b. A comparison of inter-organization bank transfers to be certain that both sides of

the transactions have been recorded on the books.

- c. An investigation of items rejected by the bank, i.e., returned cheques or deposits.
 - d. A comparison of wire transfers dates received with dates sent.
 - e. A comparison of canceled cheques with the disbursement journal as to cheque number, payee and amount.
 - f. An accounting for the sequence of cheques both from month to month and within a month.
 - g. An examination of canceled cheques for authorized signatures, irregular endorsements, and alterations.
 - h. A review and proper mutilation of void cheque.
 - i. Investigate and write off cheques which have been outstanding for more than six months.
4. Completed bank reconciliations should be reviewed by the Organization Secretary and initialed and dated by the reviewer.
 5. The Senior Accounts Manager upon receipt of the completed bank reconciliations prepares any general ledger adjustments.
 6. Copies of the completed bank reconciliations will be forwarded to the Treasurer for his/her review.

Reconciliations of Other General Ledger Accounts:

1. Each month the Senior Accounts Manager and Organization Secretary should review the ending balance shown on balance sheet accounts such as the fund accounts, accounts receivable, accounts payable and deferred funds. The Senior Accounts Manager and Organization Secretary should review the bank reconciliations, schedules of accounts receivable and deferred funds and the aging of accounts payable to support the balances shown on the balance sheet.
2. **Assets** - These accounts will include cash, petty cash, prepaids, property, equipment and fixtures, security deposits and intangible assets.
 - a. **Cash** - The balances in cash accounts should agree with the balances shown on the bank reconciliations for each month.
 - b. **Petty Cash** - The balance in this account should always equal the maximum amount of all petty cash funds.
 - c. **Prepaids** - The amounts in these accounts should equal advance payments paid to vendors at the end of the accounting period.
 - d. **Property, Equipment & Fixtures** - The amounts in this account should equal the totals generated from the audited depreciation schedules. When additional purchases are made during the year, the balances in the accounts may be updated accordingly.

- e. **Security Deposits** - The balance in this account should equal amounts paid in escrow to landlords and should not change frequently, but should be updated as applicable.
3. **Liabilities** - These accounts are described as accounts payable, payroll tax liabilities and mortgages payable, and amounts due to others.
- a. **Accounts Payable** - The balance in this account should equal amounts owed to suppliers at the end of the accounting period and the aging report.
 - b. **Payroll Tax Liabilities** - The amounts in these accounts should equal amounts withheld from employee paychecks as well as the employer's portion of the expense for the period that has not been remitted to the government authorities.
 - c. **Due to Others** - If there are any amounts owed to others at the end of the period they should be recorded and the correct balance maintained in the general ledger accounts.
4. **Income/Expenses** - These accounts are described as income from membership, contributions, publications, and other expense line items such as salaries, consulting fees, etc.
- a. **Income** - The amounts charged to the various fund accounts should be reconciled with funding requests, funder's reports, draw down schedules, etc.
 - b. **Gross Salary Accounts** - The balances in the gross salary accounts should be added together and reconciled with the amounts reported on quarterly payroll returns.
 - c. **Consulting** - The amounts charged should be reconciled to the contracts.

Petty Cash Fund

1. The petty cash fund should never exceed Ksh. 50,000.00.
2. The Senior Accounts Manager is the custodian of the petty cash fund.
3. A single disbursement from petty cash shall never exceed Ksh. 7,000.00.
4. The petty cash fund shall be operated on an impress basis. This means that when it is time to replenish the petty cash fund, the Senior Accounts Manager shall total out the expenses made and identify those expenses by general ledger account number. When the cheque request is submitted for payment it should indicate the total amount needed to bring the fund back. Also, the cheque request should breakdown the various expense accounts being charged and the amount charged to each.

5. When a request for petty cash reimbursement is made to the Senior Accounts Manager, the item will be listed on the Petty Cash Fund Reconciliation Sheet. A description of the item charged should be recorded together with the amount. A supplier receipt must be received by the Senior Accounts Manager for the amount of the request in order for the request to be approved.
6. The recipient of the petty cash funds must sign the sheet to indicate receipt of the funds. The paid receipt should be attached to the sheet. All paid information should remain in the locked petty cash box until it is time to replenish the fund. At that time, the Petty Cash Fund Reconciliation Sheet and associated receipts are attached to the check request voucher.
7. The petty cash box is to be locked at all times when the Senior Accounts Manager is not disbursing or replenishing the fund. The locked petty cash box is to be kept in the locked file cabinets within the finance office.
8. It is a policy of RHD not to cash cheque of any kind through the petty cash fund.
9. The RHD postage meter is not to be used for personal mailings under any circumstances. Staff may use the UPS service provided they indicate that the mailing is personal and reimburse RHD at the time the appropriate invoice is paid.

Purchases

To Prompt a Purchase:

1. When the normal cash disbursement procedure of invoice, etc., is not appropriate, (i.e., postage, petty cash, etc.) a cheque request should be completed and forwarded with any order form or other documentation to the Chief Executive Officer/ Chairman or Organization for approval. If the cheque is made out to either the Chief Executive Officer/ Chairman or Organization Secretary, that individual cannot approve the cheque request voucher.
2. Approved check requests should be sent to the Senior Accounts Manager for payment.
3. In the absence of backup materials, receipts for the purchase must be provided to the Senior Accounts Manager for attachment to the cheque request within two weeks from the cheque date.

Proper Documentation for all RHD Purchases

Every instance of credit card or other purchase use must be documented with travel authorizations, receipts, individuals paid for; nature of travel, etc. before the expense will be considered authorized and will be approved for reimbursement. See details below.

1. **Lodging** - Provide an itemized receipt from the hotel detailing every charge and the name of the person(s) for whom lodging was provided.
2. **Meals/Entertainment** - Provide a receipt showing separately the cost for food/beverage and gratuities, and including the names of every person for whom food or beverage was provided and the specific business purpose which was furthered by the expenditure.
3. **Other Expenditures** - A receipt detailing every individual purchase of goods or services (including class of service for commercial transportation) accompanied by an explanation of the specific business purpose which was furthered by each expenditure.

The Senior Accounts Manager will double check all reimbursement requests against receipts provided and run a calculator tape which will be attached to the reimbursement form.

Capital Expenditures:

For all major expenditures such as computers, furniture, audit services, printing services, etc., three bids must be obtained before a purchasing decision is made. If the annual amount will exceed Ksh 120,000.00, a bidding process and review will be conducted. All bids, including phone quotes, must be recorded and kept on file.

Consultants:

Contracts with consultants will include rate and schedule of pay, deliverables, time frame, and other information such as work plan, etc. Justification for payment should be submitted to file. For example, if RHD hired a writer to create a publication, a copy of the final version should be included in the file.

Contracts:

Contracts for purchasing products or services, similar to a purchase order, should be created and maintained for the file whenever appropriate. All contracts over the course of the year should be approved by the Chief Executive Officer/ Chairman.

Fixed Asset Management

1. A permanent property log or database is to be maintained by the Senior Accounts Manager for all fixed assets purchased by RHD.
2. The log should contain the following information:
 - a. date of purchase
 - b. description of item purchased
 - c. received by donation or purchased
 - d. cost or fair market value on the date receipt
 - e. donor or funding source, if applicable
 - f. funding source restrictions on use or disposition
 - g. identification/serial number (if appropriate)
 - h. depreciation period
 - i. vendor name and address
 - j. warranty period
 - k. inventory tag number (all fixed assets should be tagged with a unique identifying number)
 - l. number of the RHD cheque used to pay for the equipment
3. At least annually, a physical inspection and inventory should be taken of all RHD fixed assets and reconciled to the general ledger balances. Adjustments for dispositions should be made.
4. The Senior Accounts Manager should be informed, in writing, via an inter-office memorandum of any material changes in the status of property and equipment. This should include changes in location, sale of, scrapping of and/or obsolescence of items and any purchase or sale.
5. All capital items which have a cost greater than Ksh 20,000.00 will be capitalized and depreciated.

Payroll

Personnel:

1. The Senior Accounts Manager is charged with the responsibility of maintaining personnel files on staff persons.
2. Each personnel file should contain the following information, at a minimum.

- a. Employment application or resume
 - b. A record of background investigation
 - c. date of employment
 - d. position, pay rates and changes therein
 - e. authorization of payroll deductions
 - f. earnings records for non-active employees
 - g. Immigration permission letter/ pass for international employee
 - h. termination data, when applicable
3. All personnel records are to be kept locked in a locking file cabinet in the Senior Accounts Manager's office. Access to these files other than by the Senior Accounts Manager, CEO/chairman, Organization Secretary or the auditor should be requested in writing to the CEO/Chairman.

Payroll Preparation and Timekeeping:

1. Timesheets are to be prepared by all staff persons and submitted semi-monthly on the 15th and last day of each month. Time should be input on a daily basis and, if in writing, completed in ink. Correction fluid should never be used in preparing timesheets. If an error needs to be corrected, a line should be drawn through the item and the corrected information recorded, and initialed by the person who made the correction.
2. Timesheets are to include specific time spent on each grant/project.
3. Timesheets are to be signed by the staff person and his/her supervisor.
4. All approved timesheets should be submitted to the Senior Accounts Manager, who will verify the hours worked against his/her record.
5. The Senior Accounts Manager should then process the time and report the information to the payroll service team. The information reported should include:
 - a. hours worked, by cost center
 - b. changes in pay rates or employment status
 - c. vacation, sick or personal hours used and earned
6. The CEO/Chairman and Organization Secretary should review the payroll summary page of the payroll service report for inappropriate payees or unusual hours.
7. Pay cheques should be distributed by the Senior Accounts Manager on the designated day and hour, one week after the end of the pay period according to a prearranged schedule distributed by the Senior Accounts Manager. In the event that a pay cheque is picked up by a designated person other than the staff person, a memo should be

received in writing from the staff person and proper identification should be requested from the party picking up the pay cheque.

Financial Reporting

Monthly Reports:

1. The Senior Accounts Manager should prepare a set of monthly financial reports for distribution to the CEO/Chairman, and the Budget and Finance Committee. The reports should include: a balance sheet and a statement of income and expenses for each department (operating, project); a consolidated balance sheet and consolidated income and expense report which show all departments combined; a budget-to-actual report for all accounts included in the annual operating budget; a list of deferred and receivable funds, and a fund flow projection. In addition, the monthly reports for the quarterly periods (December, March, July, and October) will be submitted to the full board for their review and acceptance at the following board meeting.
2. The monthly statements should be reviewed by the CEO/Chairman or Organization Secretary prior to distribution to the Treasurer for initial comments. After the Treasurer's approval, the statements will be mailed to the Budget and Finance Committee every month and to the full board as stated above. The monthly statements will be finalized by the conclusion of the month following the statement period.

Year-End Report/Audit:

At fiscal year-end, the Board of Directors AGM will take place and a year-end Audit report should be prepared summarizing the total income and expense activity for the year. A balance sheet should be prepared as of November 30 and should be attached to the income and expense report. This report will be initially reviewed by the CEO/Chairman and Organization Secretary, and then by the Treasurer, prior to distribution at the AGM meeting.

Bids for an independent auditor to conduct this review will be accepted between September 1 and October 15. In accordance with RHD policy, at least three proposals will be considered. The auditing process will begin on or about November 1.

Grant Compliance

1. When a new grant is received or renewed, a copy of the executed grant must be forwarded to the Senior Accounts Manager.
2. The Senior Accounts Manager should set up a permanent file for the grant and maintain

the contract along with any other financial correspondence regarding the grant.

3. It is the responsibility of the Senior Accounts Manager to review the grant contract and extract any fiscal items which must be complied with by RHD.
4. It is a policy of RHD to adhere to any restrictions imposed by its funders, both local and international. Therefore, RHD employees are expected to bring to the attention of management, any instances of non-compliance.
5. When RHD is expending donor funds, prior written approval from the funder agency is required for the purchase of:
 - a. Capital expenditures for land or buildings
 - b. Insurance and indemnification expenses
 - c. Pre-award costs
 - d. Public information service costs
 - e. Publication and printing costs
 - f. Rearrangement and alteration costs
6. RHD will never request or use Donor funds to pay for the following costs:
 - a. Bad debt expense
 - b. Contributions or donations to others
 - c. Entertainment expenses
 - d. Fines and penalties
 - e. Interest, fund raising and other financial costs

Fiscal Policy Statements

1. All cash accounts owned by RHD will be held in financial institutions which are legally insured.
2. All capital expenditures which exceed Ksh 20,000.00 will be capitalized on the books and records of RHD.
3. Employee pay cheques and/or personal cheques will not be cashed through the petty cash fund of RHD.
4. No salary advances will be made under any circumstances.
5. No travel cash advances will be made except under special conditions and preapproved by the Treasurer of the Board of Directors. Reimbursements will be paid upon full

expense reporting using the official RHD form within the normal disbursement schedule.

6. Any item whose value exceeds Ksh 4,500.00, received via donation, will be recorded in the books and records of RHD.
7. Fiscal Management personnel are required to take annual vacation which will not interfere with fiscal procedures. Variances to this policy shall be made in special circumstances, with written permission from the CEO/Chairman.
8. All volunteer allowance which exceeds Ksh 5,000.00 shall be recorded in the books and records of RHD.
9. It is the policy of RHD to reimburse out of pocket expenses only when supporting documentation has been presented for approved costs incurred.
10. It is the policy of RHD to establish pay rates which equal or surpass the government minimum wage.
11. It is the goal of RHD to maintain a minimum of ten percent (10%) of the operating budget between its operating and bank accounts at all times. In the event that balances fall below that amount the CEO and Treasurer should be notified immediately.
12. All funds received by RHD for each project will be segregated into separate project accounts in the general ledger to avoid any possibility of commingling project monies with general operating funds. A full computerized ledger accounting system will be maintained. Monthly financial statements including Balance Sheet and Statement of Revenues and Expenses will be produced for each project as a separate Department.
13. The CEO/Chairman, Organization Secretary and Treasurer are signatories of all RHD bank accounts. Two signatures are required for all disbursements and any disbursements fund must be authorized in writing by one of the Board of Directors with signature authority, currently the CEO/Chairman, Organization Secretary, and Treasurer.
14. Bank statements will be reconciled monthly in order to account for any outstanding or lost cheques.
15. Expense reports will be maintained which will disclose the nature of expenses, and the dates incurred.
16. Separate files will be maintained for each bank account. Files will be kept separately for each fiscal year.
17. The services of a Certified Public Accountant will be engaged to prepare a formal

financial audit of the RHD fiscal year-end.

18. Correction fluid should never be used in preparing timesheets or any accounting documents.

Annual Meeting Checklist

1. During each annual meeting, the following procedures will be performed.
2. The board of directors shall approve new signers to each bank account.
3. The board of directors shall approve any new and necessary bank accounts.
4. As required, new signers shall complete the appropriate signature card and corporate resolutions.
5. Name, address and telephone directory of new board of directors' officers will be obtained for the Senior Accounts Manager.
6. A review of the current operating procedures should be made with the chairperson and treasurer and reaffirmed or revised.
7. All financial institutions should be notified of any changes to the authorized signers of the accounts within three (3) business days following the annual meeting.

Computer System Backup Procedures

1. The Senior Accounts Manager is responsible for backing up the hard drive of the accounting system at the close of business each day.
2. RHD uses a five (5) day rotation and back-up system. There should be five (5) CD-R numbered RHD1" through RHD5". Each label should also contain the date of backup.
3. Each day the next sequentially ordered tape should be used to back up the accounting files. Complete, not modified, backups should be done.
4. When a hard drive is ready to be replaced, a newly formatted tape should be labeled with the day's date. The old CD-R should be discarded.
5. The Senior Accounts Manager should lock up the tape in a fire proof safe overnight. All tapes should be kept in a fire proof safe at all times. The following day, the CD-R will be placed at the end of the CD-Rs to be rotated.

6. At month-end, backup CD-R should be produced and stored off premises by the Senior Accounts Manager for safeguarding.
7. Annual CD-Rs should be compressed and stored in a fire proof safe.