



OPERATIONS MANUAL AY 2015-2016

In consultation with the Dean of Student Affairs, the Student Affairs Directors' Council, the CAO Council of Advisers, and the CAO Council of Company Managers, the Culture and Arts Office (CAO) presents this manual of policies and procedures for the use of its artists, managing, and production groups. It serves as a guide to the Executive Board of the CAO groups through providing pertinent information necessary to conduct business with the mother office and other offices in the campus.

All provisions outlined in this manual are made consistent with the University's Mission Statement. More specifically, these provisions are instituted:

- To instill Lasallian virtues of Christ-likeness, dedication, discipline, honesty, and imparting of these values among the members;
- To maintain order in the operations of the office and the CAO groups;
- To maintain excellence and to strive for higher standards in all performances
- To encourage a striving for academic and professional competence and accountability and;
- To render service to the University and Nation by enlightening and educating them on the different art forms through relevant programs and by sharing with them our talents and resources.

These policies are made in conformance with University-wide and Student Affairs policies and directions of DLSU.

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Any proposal to amend these policies shall be coursed through CAO, the policy maker and the implementer of the said policies such as the Chancellor, Vice Chancellor for Administration, Vice Chancellor for Lasallian Mission and Alumni Relations, Dean of Student Affairs, and the Student Affairs Directors' Council. For comments and suggestions, email us at: glorife.samodio@dlsu.edu.ph or visit us at <http://www.dlsu.edu.ph/offices/sps/cao>.

All the staff, trainers, officers and members of the Culture and Arts Office are required to read the contents of this guidebook to facilitate smooth working relations and operations. Ignorance is not an excuse for any violation of the policies that will be committed.

THE LASALLIAN ARTISTS' PRAYER

Almighty God, source of all that is good
We praise and thank you for the wonderful talents
You bestowed upon us.

As we, at this moment, are about to
fulfill another task, let this be for your glory.

As we strive to excel in our performance,
may you be the one, Lord,
to shine among those who will be with us today.

Like John Baptist De La Salle,
who responded to your call of educating the least the last and the lost,
May we also teach the minds, touch the hearts and
transform the lives of others through our performances.

With this, we invoke your loving guidance for us to be
filled with faith, act with zealous heart and
commune with one another forever and ever.

AMEN.

Section 7

FINANCIAL MANAGEMENT POLICIES

(Based on the Policies of the Accounting Office)

7.1. DEFINITION OF TERMS

Depository Fund : The working fund deposited at the Accounting Office.

Financial Statement : A summary of inflow and outflow of cash a CAO group has incurred during a particular term

Income Statement: A detailed report of the income and expense of cash a CAO Group has during a fundraising activity.

Operational Fund : Fund allotted by the University for the group's use for the school year.

7.2. REQUEST FOR CASH ADVANCE (MONEY WILL STILL BE SPENT BY THE GROUP)

1. Submit a fully signed letter of request for cash advance in three copies with the given sample format from CAO (See Appendix C.4)
2. The Division Manager for Finance is required to sign the Payment Requisition Slip (PRS).
3. The CAO Secretary will be the one to process the PRS for signature of the CAO Director and/or Dean of Student Affairs and submit it to the Accounting Office.
4. Follow up the check at Window G of Accounting Office after two (2) weeks.

7.3. LIQUIDATION OF CASH ADVANCE

1. The Division Manager for Finance is under obligation to collate and prepare a summary report (with duly supported invoices and official receipts). (See Appendix C.5)
2. Submit the accomplished summary report with the original invoices, official receipts and activity report to CAO in three (3) copies based on the given sample format.

NOTE: The liquidation of cash advance must be done within five (5) calendar days after the activity. Failure to liquidate the requested cash advance on time would automatically merit a deduction from the group's funds.

7.4. REQUEST FOR CASH REIMBURSEMENT (MONEY WAS ALREADY SPENT BY THE GROUP)

1. Submit your letter of request for reimbursement in three (3) copies based on the given sample format (see appendix with all the supporting documents (i.e. official receipts). (See Appendix C.6 for sample cash reimbursement)
2. The Division Manager for Finance is required to sign the Payment Requisition Slip (PRS).
3. The CAO Secretary will process the PRS for signature of the CAO Director and/or DSA and submit it to the Accounting Office.
5. The Division Manager for Finance will the follow-up the check at Window G of the Accounting Office after the one (1) week.

7.5. REQUEST FOR ADVANCE OFFICIAL RECEIPT

1. Submit a fully signed letter of request for advance official receipt addressed to the University Controller.
2. Include the following check details:
 - Date
 - Account Name
 - Check Number

- Account
- 3. Check should be remitted to the Accounting Office by 5PM of the day the Advance Official Receipt is released

7.6. CHARGING OF PHOTOCOPY AND MATERIALS REQUISITION AT DLSU BOOKSTORE

1. Get a photocopy slip or bookstore materials requisition authorization slip (See Appendix C.8-9) at CAO.
2. Fill up the form completely and have the CAO Secretary or CAO Director sign.
3. The form will be submitted to the bookstore or photocopy supplier.
4. For bookstore items, the initial third column (column marked R) for items received.
5. The original copy of the BRS goes to the Bookstore and the duplicate copy is retained by the requesting office for verification purposes and as basis for PRS preparation.
6. Requisitioning Office prepares the PRS and submits the PRS to the Bookstore.
7. The bookstore attaches original copy of the BRS to the PRS and submits to the Accounting Office for payment.

NOTE: The fee for the photocopy or materials requested is automatically charged to your groups' operation fund.

7.7. PURCHASING PROCESS/COMMISSIONED PROFESSIONAL WORK (FOR ALL ITEMS/SERVICES WHERE MONEY WILL BE USED WILL COME FROM DEPOSITORY OR OPERATIONAL FUND)

7.7.1. FOR MATERIALS AND PRODUCTION/ TECHNICAL EQUIPMENT

1. Submit a letter of request to purchase materials with the material's specifications to CAO at least 2 months before the intended use of the equipment/ materials.
2. The CAO Secretary will process the Materials Requisition Form (MRF) or necessary signatures and submit it to the Purchasing Department.
3. The Purchasing Department will then submit quotations of the materials requested to CAO.
4. The quotations of materials will then be forwarded to your group.
5. Once the quotation has been approved by the group, the CAO Secretary will prepare a Payment Requisition Slip (PRS) which the Division Manager for Finance of the group will be signing. Then, this will be forwarded to the Accounting Office. The materials will be delivered after three (3) weeks of processing.

NOTE:

- *If the group has a supplier in mind and there is no other supplier who can deliver the goods or services required, the group must write a justification letter stating why they will avail of the goods or services from the supplier.*
- *If the group decided not to purchase the requested materials through the Purchasing Department, the group must provide at least three (3) quotations from three (3) different suppliers. These quotations must be submitted to CAO.*

7.7.2. FOR SERVICES BY PROFESSIONAL INDIVIDUALS/ADVISERS

1. Submit a letter of request for payment and a signed and notarized Memorandum of Agreement with the professional individuals / trainers (Please see Appendix C for sample MOA)
2. The CAO Secretary will prepare a Payment Requisition Slip (PRS) which the Division Manager for Finance of the group will be signing. Then, this will be forwarded to the Accounting Office.
3. The check payment should be ready within one week after processing.

7.8. CANCELLATION/REPLACEMENT OF CHECKS

The Accounting Office shall charge P40 for every check cancelled, and P70 for a replacement.

7.9. TICKET SELLING/COLLECTION OF FEES & PAYMENTS FOR SEMINARS/ WORKSHOPS

1. The CAO group engaged in ticket selling or collection of fees for an event must request an accounting personnel at least one week before the activity. The group may request for a personnel to handle their selling for a week.
2. In the project proposal form, the group should indicate the schedule of ticket selling. CAO will process a one-time per term request for accounting personnel for all CAO groups.
3. Food and transportation (in case of venues outside DLSU) should be provided by the requesting group).
4. For ticket selling at STC, all the earnings will be forwarded to the CAO-STC coordinator for safe-keeping until the end of the event. The money will be turned over to CAO to be deposited in their respective group's depository fund.
5. To ensure control and safekeeping of funds, the DLSU Accounting Office gave this following policy: For projects/activities with gross income of P50,000 or more, the tickets should be press-printed with control numbers and stamped by the Accounting Office. A formal letter should be given to the Accounting Office informing them that the group has a ticket-selling project and you will be stamping them at their office. Selling of tickets should be done in the presence of an Accounting Personnel. In case there's no Accounting personnel available, students can still sell tickets but the money should be remitted daily, through the CAO secretary by the DM –Finance to the Accounting Office. The cut-off time is 4 p.m. For projects with gross income of P49,999.99 or below, the tickets can be printed in the computer and stamped by CAO. Selling of tickets can be done without the presence of the accounting personnel but the money should still be remitted by the DM Finance to the Accounting Office. The cut-off time is 4 p.m.

7.10. STANDARDIZATION OF FINANCIAL MANAGEMENT PROCEDURES

CAO encourages the groups to maintain a standard financial management and bookkeeping procedure for the implementation of the committee. The Office has provided a financial monitoring program as part of the AQUA documents to use and maintain, to ensure that the financial records of all the groups, CAO and the Accounting Office are updated. Every term, the DM-Finance should print out the balances and be able to present it to the members, the trainers and the officers, for the practice of financial transparency. It is advised that all activities should not incur any deficit in the group's depository fund. Likewise, at the end of the academic year, there will be a finance meeting where the current DM Finance will present the financial status to the Director, Trainer, current CM and Secretary and Incoming CM & DM-Finance. An internal auditor from the office (a Student Artist Manager/CAO Secretary) will be appointed to audit financial statements submitted by CAO groups.