



		DIRECTIVE ON THE CIRCULATION OF ACCOUNTING DOCUMENTS
		Number: S/21.2/2017
		Subject: Biologické centrum AV ČR, v. v. i. IČO: 60077344
	I.	Contents: I. Introductory provisions II. Initial documents III. Budgetary measures IV. Transitional accounts of assets and liabilities V. Tax returns, accounting books, statistical reports VI. Final provisions
		Prepared by: Barbora Helclová
		Effective: 1. 1. 2018
		I. Introduction
		This directive serves to define accounting documents arising within the Biological Center of the Academy of Sciences of the Czech Republic, v. v. i. (hereinafter referred to as "BC") and is binding on all employees of BC, and its provisions apply accordingly to employees working on the basis of agreements on work performed outside of employment.
		An external accounting document is created based on external documents, such as invoices, receipts for cash purchases, or bank statements.
		An internal accounting document (hereinafter referred to as "IAD") is created within an organization and primarily involves the re-accounting of costs or revenues based on written requests from budget payers, settlement of monthly wages, inventory records, or payment Orders.
		Based on the VÚD, the accounting unit will record the accounting case in the accounting books. The

	original documents are archived in accordance with the Accounting Act, relevant regulations and tax laws.
	II. Initial documents
	Supplier invoices and simplified tax documents including mandatory attachments
	Supplier invoices represent incoming invoices, including credit notes and debit notes issued by suppliers. Cash purchase documents are mainly receipts, simplified tax documents or received cash documents. Attachments represent the order, liquidation list and delivery note (in the case of an order for goods).
	Orders are required to be made by the principals or their authorized persons for the amount of the ordered goods or services from the value of 1 CZK excluding VAT. Orders from the value of 50,000 CZK excluding VAT are required to be published by the accounting unit in the public register of contracts (for more information, see the relevant internal directive). Employees of the Technical and Economic Administration (hereinafter referred to as "THS") are required to create requests in the VERSO information system, other BC employees proceed in accordance with the current directive on the internal control system and according to the system set up at the given BC scientific institute.
	Liquidation and registration sheets are a mandatory part of the documents submitted for reimbursement. For cash settlements (so-called petty cash), the "Accounting for Advance" form is used for this. In the case of the acquisition of BC assets (short-term and long-term), it is necessary to indicate the name of the responsible person, location and attach the signature of this person on the liquidation sheet.
	Customer invoices (issued)
	The THS Financial Department (hereinafter referred to as "FIN") issues invoices to customers for services provided or goods delivered only based on a written request from the person ordering the transaction.
	Request for rebilling
	A request for re-accounting is an internal document on the basis of which items within the cost, revenue, asset and liability accounts are moved from one or more tasks to another or other tasks, e.g. re-accounting of travel expenses, services, chemicals, etc. It is always necessary to attach the signatures of the person ordering the operation of the tasks in question and the budget administrator of the given BC scientific institute.
	Property forms
	This concerns the inclusion, exclusion and relocation of BC assets registered as long-term assets and small

	assets. This issue is addressed by a separate directive on BC assets. All originals of inclusion, exclusion and relocation of assets are archived by FIN.
	Travel orders
	The handling of travel orders is governed by the internal directive on travel reimbursements.
	Bank statement
	The originals of paper bank statements are archived by the Financial Accounting Office.
	Warehouse records
	Records of purchases/issues of inventory within the internal BC warehouse.
	Cash receipts
	Documents confirming the payment of a liability or receivable in relation to BC employees. A cash receipt is issued only on the basis of settlement of the liability or receivable through the financial accountant of the given workplace. The exceptions are pre-approved impulse sales, fees for purchasing foreign currency and settlement of exchange rate differences when settling advances in foreign currency.
	Monthly payroll settlement
-	<p><u>The Head of the Human Resources Department is responsible for:</u></p> <ul style="list-style-type: none"> - timely processing of wages for the past calendar month, - submission of documentary attachments for the control of wage settlement for the given period. <p><u>The Head of the Financial Department is responsible for:</u></p> <ul style="list-style-type: none"> - import of the wage report, - sending wages and relevant deductions from the bank account, - posting of the wage report in the given settlement period.
	III. Budgetary measures
	A budget measure is a written document sent to the Academy of Sciences of the Czech Republic for the attention of the BC management, on the basis of which budget adjustments are made during the accounting period. The originals of these documents are archived in the BC contract archive through the Legal Department.
	IV. Asset and liability suspense accounts
	Fines, penalties, shortfalls and damages cannot be distinguished in time.
	Exchange rate differences
	The financial accountant accounts for exchange rate differences at the moment of: a/ accounting for payment of a received foreign invoice,

	<p>b/ accounting for payment of a issued foreign invoice, c/ settlement of advances provided in foreign currency, d/ at the moment of downloading a statement from foreign currency accounts as of the last working day of the given month, e/ at the moment of compiling the annual financial statements.</p> <p>BC uses the daily exchange rate of the Czech National Bank listed on www.cnb.cz to settle exchange rate differences.</p> <p>The exception is foreign projects, where the exchange rate of the Czech National Bank valid: a/ at the moment of receiving the project subsidy, b/ the last working day of the project duration, c/ the last working day of the interim period for settling part of the project subsidy (quarter, half-year, year).</p> <p>In the case of foreign projects falling under the EU Framework and simultaneously receiving funds directly from the EU, the exchange rates of the European Central Bank at www.ecb.eu can be used to convert contributions for employees.</p>
	Accruals
	<p>Revenues and expenses are accounted for in the year to which they are temporally and materially related. Otherwise, accruals are accounted for.</p> <p><u>Prepaid expenses</u> Costs that are paid in a given calendar year, but belong to the following year in terms of time. These include in particular subscriptions to magazines, online databases, property insurance, personal insurance, and travel expenses related to an event that will take place in the following year.</p> <p><u>Prepaid expenses</u> Expenses for which we have a receipt, but we will only make the payment in the following year, e.g. rent paid in arrears.</p> <p><u>Prepaid income</u> Revenue that is settled in a given calendar year to analytical account "384". These include in particular payments received for projects that are settled as income in the following period, as well as received subscription payments for BC magazines.</p> <p><u>Deferred income</u> Revenue that is recorded as income in the BC accounting in a given calendar year, but is actually received only in the following year. This may be a prescription for unaccounted subsidies for BC.</p>

Estimated items	
	<p><u>Estimated assets</u> This is income that is due in the accounting period, but cannot be accounted for as usual receivables. For example, it is an unconfirmed compensation from an insurance company.</p> <p><u>Estimated liabilities</u> This is an expense that is due in the accounting period, but cannot be accounted for as a usual liability. For example, it is uninvoiced supplies of goods, estimated energy costs and rent.</p>
	<p>V. Tax returns, accounting books, statistical reports</p>
-	<p><u>The Head of the Finance Department ensures:</u></p> <ul style="list-style-type: none"> - timely processing of BC's economic tax returns and their timely submission to the Tax Office, - timely payment of BC's tax obligations, - preparation of financial statements (balance sheet, income statement and annex) in written form, - performance of the annual audit of BC's financial performance and preparation of a report for the auditors.
	<p>The THS Secretariat is responsible for complementing and processing the BC annual report.</p>
	<p>VI. Final provisions</p>
	<p>This directive is issued in writing and becomes valid and effective on the date specified therein. The employer is obliged to inform employees of its issuance, amendment or cancellation. The directive is available on the internal website of BC. Amendments and supplements to this directive are possible only in writing.</p>