

## Appendix 11a: List of Documents

*The following documents must be prepared and attached to the accounting manual:*

- Chart of Accounts (refer to Appendix 11c for samples);
- Accounting Procedures (refer to Appendix 11d for samples);
- List of all internal forms and vouchers used in the accounts system applied in the project;
- List of accounts reports – internal and external – produced by the accounts system applied in the project. The purpose of the reports shall be stated for each report;
- Job descriptions for accounting staff (refer to Appendix 11b for samples);
- List of the holders of the accounting manual;
- List of signatories;
- Brief computer manual, including hardware and software services.

*References to the forms and other accounting forms must be made in the manual and in the procedures as appropriate.*

*Forms available as appendices to the General Conditions include:*

- Disbursement request;
- Annual accounts form.