

	<h1 style="margin: 0;">Closing and Preparation of Reports Policies and Procedures</h1>		Document Number: 2P-GL-03.07
	Department: Global - Finance	Effective Date: October 17, 2018	Revision No 3

Scope

This document covers the policies and procedures in closing of books and preparation of reports to be submitted to the management.

Ownership

The AVP-Finance/ Finance Manager is responsible for ensuring that this document is cascaded to all concerned personnel and that it reflects actual practice.

Policies

1. AVP-Finance/ Finance Manager shall ensure that the recording of all transactions including various reports and schedules are correct and accurate.
2. The various reports shall be extracted from the Financial Management System (FMS)
3. AVP-Finance/ Finance Manager shall ensure to update management on financial results for information and guidance in decision making.

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Closing and Preparation of Reports Policies and Procedures

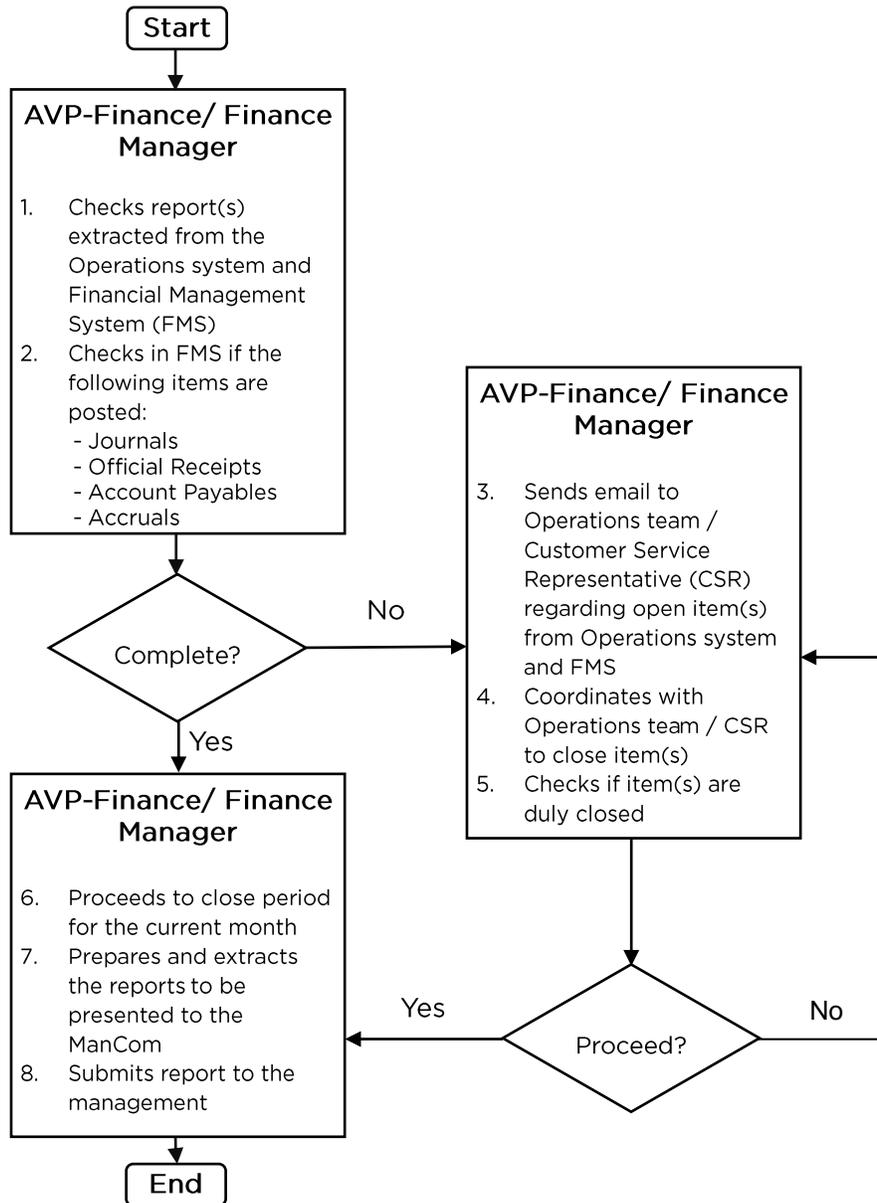
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