

STANDARD OPERATING PROCEDURES

Administration/Accounting Department

Accounts Receivable. Invoicing customers according to work orders from job completion from van rental, rental of equipment or contracts solicited underwriters, and any other services provided from Production, Development, Engineer and Programming Departments must have General Manager's approval. All invoices will be process once a week. Outstanding accounts for contracts are followed up with phone calls by the respective department or individual. Receiving payments on accounts are posted accordingly.

Management has determined that if receivable is not collected on a timely manner, we would have to do a write off that are over 90 days past due.

Cash Receipts: Payments for dubbing, donations and any walk-in payment will be issued a receipt the time the cash is given and will be posted in the cash sales in QB. No receipt should be issue prior of receiving the money.

Deposit procedures: The process is all monies received and of a material amount over \$100 cash should be deposited in a timely manner. A requirement for weekly Friday deposits to ensure regular and timely deposits. This does not preclude any additional deposits made on other days as required. In the event of accounting staff illness or vacation, deposit responsibilities will be assigned to another staff member. No staff making the deposit should be the same enter the deposit in the QB.

Commission:

The cut off date for receiving money for Underwriting will be the end of each month and commission check will be issue ever 1st payday of the month

Accounts Payables. Posting of vendor billings, assigning expenditure accounts, issuing/typing checks are done on payday week. Vendor billings and filing them accordingly. Expenditures would be recorded when the related liability is incurred.

Payroll.

Employee for Gov. Guam time are keyed into the computer in AS400. The hours worked ensuring the employee sign and supervisor approved timesheet. Final approval is with General Manager to be done bi weekly.

CSG employee's time is posted in the Quick Book payroll and generated a payroll summary. Preparing CSG check and updating annual and sick leave balance bi-weekly. Tallying compensation time for employees. Writing new time card for the employees.

Administrative Officer is responsible for transferring CSG funds to cover expenditure for each pay period. Handling of employee's deductions and ensuring they are deposited accordingly.

Preparing and paying FICA and Withholding taxes every month. Filing of SWICA report on a quarterly basis. W-2 and W-4 are prepared annually.

Reconciliation. Bank Statements are reconciled with Quick Books accounts then obtained AO's or GM's approval. Reports are generated from each reconciled account. All accounts are evaluated and reconciled on a monthly basis for necessary adjustments and preparation for closing of books at month's end. Monthly bank reconciliations reviewed and sign by the Administrative Officer or General Manager.

Month End Adjustments. External Bookkeeper will do the end of each month reconciliation of accounts, all necessary journal entries are verified and booked. Closing the book is basically checking all required postings/journal entries for the month are actually done, all accounts are reconciled then obtained Administrative Office or General Manger signature.

Year End Audit. The month of October is the closing of the books. Making necessary adjustment before Trial balance is given to the auditor. November to January is assisting the auditor with what is required to complete the audit such as providing documents, answering questions, and any other necessary tasks involved. Confirming the findings or citations, sitting in at the audit presentation. The month of February is filling out the questions and surveys required by the Corporation for Public Broadcasting. (Audit Financial Report, SAB, SABS) The CCR for the OPA.

Credit Application. Filing out credit applications for vendors will be given a three days' time line to send out.

Purchase order Procedures The procurement process is initiated by an agency's requisition for products or services. Depending on the amount and type of goods or services being purchased, a variety of purchasing methods are available.

Purchase for either account must be requested from the division head, by properly filling in the requisition form with proper documentation attached. All requests are subject to General Manager or TV Operations Manager approval before the purchase order or purchases can be made or placed.

Small purchases of \$100.00 or less needs a requisition and a purchase order to be use when making purchases with vendor that requires a purchase order from the company. Payment will be handled either by petty cash less than \$20, or prepare a check for the exact amount of purchase.

Small purchases of \$101.00 to \$1000.00 need a requisition and a purchase order with proper document attached, i.e. price quotation from at least two to three vendors to ensure the best price.

Purchases \$1001 and over needs 3 (three) price quote requisition form and a purchase order. Must attach price quotes, to ensure the best price over \$1,001 or over, and signed by the division head requesting to purchase. Only the general manager or asst. general manager can sign the purchase order. Purchase orders over \$1,001 must have Board approval and Board Chairman Signature.

GovGuam GG1

Prepare and Process all GG1 for new hire, retire or those Government of Guam Employees who resign. All New hired GG1 must attach DOA position description questionnaire

CSG Personal Action

Prepare and Process all CSG personal action for all new hired or CSG Employees who resign.

Gov. Guam Budget

Prepared Gov. Guam Departmental Budget Request. Community Service Grant and Private Funds Budget