

Process: Support Process  
 Department/Division: Cashier's Office

No	Functional Objectives	KPIs	Target	Functional Unit	Time Frame	Monitoring Method/	Frequency of Monitoring
1	Preparation and Releasing of Checks	Number of Checks Prepared and Number of checks released	95% of received vouchers should be processed within the day subject to availability of the signatories (e.g. 1 Commissioner and Chairman)	Cashier's Office, DED-AFMS office, Accounting Office, Budget Office, Commissioner and Chairmans Office, End Client	within the day/ subject to availability of signatories	Daily Log of receiving of document and for outgoing checks	Daily
2	Deposit and Collection	Bank Transactions everyday and Number of Official Receipt Issued	100% of the Collected Cash or Check should be deposited to the Bank the day after the collection. 100% of the Official Receipt should reflect the collected cash/check.	Cashier's Office, Operations and Maintenance office, BAC Office, Accounting Office, End Client	1 day after the collection	Daily deposit slips and duplicate of the Official receipts	Daily
3	Petty Cash and Cash Advances	Number of Liquidated Cash Advances and replenishment Report for Petty cash	90% of the Cash Advances should be liquidated within the time frame provided by the project and at least once a month of replenishment report for petty cash	Cashier's Office, ED Office, DED-AFMS, Accounting Office, Employees, End Client	7-30 days	Liquidation report , Cash Advance Form	Once a week (Petty Cash), depends on the time frame of the project

Actual Accomplishment