

## Branches' Regulatory Instructions 2021

### Article 1:

These instructions are called "**Branches' Regulatory Instructions,**" and they are issued in accordance with **Article (34) of the Basic Law, its amendments, and Article (43) Paragraph (C) of the Financial Regulations of the Jordanian Women's Union.**

### Article 2:

The following words and phrases, wherever mentioned hereunder, shall have the meanings assigned to them below, unless the context indicates otherwise:

<b>The Union:</b>	The Jordanian Women's Union.
<b>Basic Law:</b>	The Basic Law of the Jordanian Women's Union and its amendments.
<b>Financial Regulations:</b>	The financial regulations of Jordanian Women's Union.
<b>Administrative Body:</b>	The administrative body of the Jordanian Women's Union.
<b>President:</b>	President of the Jordanian Women's Union.
<b>General Manager:</b>	The General Manager of the Jordanian Women's Union.
<b>Branches' Supervisory Committee:</b>	The Branches' Supervisory Committee of the Jordanian Women's Union.
<b>Head of the branch:</b>	The chairperson of the committee that supervises the branch.
<b>Branch Treasurer:</b>	The treasurer of the committee that supervises the branch.
<b>The Financial Department:</b>	The Financial Department of the Jordanian Women's Union.
<b>Procurement Committee:</b>	The approved committee for approving purchase orders for the central branch and the other branches.
<b>Financial Committee:</b>	The financial committee of the Jordanian Women's Union's central branch or other branches.
<b>Expense statement:</b>	Expense statement that is approved by the Union.
<b>Advances:</b>	Amounts of money paid in advance to complete specific works, perform approved tasks, face contractual obligations, or provide facilities at the expense of receivables and reserved rights.
<b>Employee:</b>	Employees working at the Jordanian Women's Union, according to a work contract and or written authorization.

### **Article 3:**

**The Supervisory Committee** consists of five to seven members appointed by the Administrative Body in its first meeting. Positions shall be distributed among the members of the Committee, provided that there are positions for the President, the Treasurer, and the Secretary of the Committee and other necessary positions may be created to perform the Committee's responsibilities.

A) The Supervisory Committee shall perform the following tasks:

- \* Implementing the decisions of the Administrative Body.
- \* Supervising the activities and programs approved by the Administrative Body and the General Manager. With regard to the activities of the branch, it shall obtain approval from the Administrative Body.
- \* Preparing the branch's annual administrative report, provided that it includes a comprehensive review of the branch's conditions, activities, participation, events, and programs.
- \* Managing the day-to-day work of the branch.
- \* Supervising and maintaining the books of cash receipts and hand receipts, organizing them in the licenses and receipts record (where books' numbers and the sequence of their receipts are recorded), in addition to maintaining the used books and keeping them for the purposes of reviewing and auditing.
- \* Ratification and approving the reports submitted to it by the Finance Committee.
- \* Documenting its meetings in fundamentalist minutes, according to the model proposed by the Administrative Body.
- \* Endorsing and approving the branch's expenses and revenues.
- \* Supervising and maintaining the branch's assets.
- \* Keeping a log of correspondences with the Administrative Body and the Administration.
- \* Submitting monthly reports to the Administrative Body concerning the various activities and feedback on the work progress in the branch.
- \* Holding a minimum of two meetings per month, upon an invitation of the chairperson of the committee or her representative.
- \* Preparing periodic statements on membership, and not accepting any new memberships without the approval of the Union's Administrative

Body, and this shall be under the direct supervision of the Administrative Body on the membership of branches and the central branch.

- \* Making recommendations to the Administrative Body to approve all forms of cash or in-kind donations or any other forms of grants and donations.
- \* Withdrawing and depositing from the Branches' approved banks accounts, after being duly authorized by the Administrative Body.

**Article 4:**

A Financial Committee shall be formed in each branch or central branch consisting of the chairperson of the Supervisory Committee, the treasurer of the Supervisory Committee, and whoever is assigned by the Committee.

**Article 5:**

The duties of the Financial Committee are as follows:

- A. Reviewing, auditing, and approving the advances disbursed according to the approved expense statement.
- B. Reviewing the supporting documents of the invoices disbursements or any documents attached to the expense statement.
- C. Reviewing, auditing, and approving cash payments that are disbursed on the various activities, and ensuring their conformity with the activities.
- D. Reviewing and approving any expenses agreed upon with suppliers (transportation, hospitality, maintenance, among others).
- E. Reviewing, auditing, calculating, and approving all invoices or payments.
- F. Verifying the forms used for disbursements, especially for financing projects, which are agreed upon with the Financial Department.
- G. The Committee is responsible for the fixed assets in the branch, and assets are considered a responsibility of whoever is assigned by the Supervisory Committee.
- H. The Financial Committee is responsible for following up maintenance processes in the branch.
- I. Ascertaining each revenue. The cash receipt shall be cut, and the concerned person shall be given the white copy.
- J. Ensuring that no amounts of received revenues are disbursed.

- K. Ensuring that all revenues received in the branch or the central branch are deposited in the bank on a daily basis.
- L. Making recommendations for the Supervisory Committee to approve cash and in-kind donations received by the branch.
- M. Requesting purchase bids based on the recommendation of the Supervisory Committee, provided that they are not less than three bids.
- N. Approving purchase bids that do not exceed 100 JDs. Offers with a value that exceeds the mentioned amount require the approval of the Central Finance Committee.
- O. Submitting a monthly periodic report to the Supervisory Committee concerning all expenses and revenues.

**Article 6:**

Petty financial advances are classified into two categories as follows:

- A. **Administrative advances:** Advances allocated to meet the branch's petty cash expenses.
- B. **Advances of Financing Projects:** Advances allocated to meet the expenses of the financing projects. Their ceiling is determined based on a circulation made by the General Manager according to each project.

**Article 7:**

The ceiling of the financial advance may not be exceeded, and the advance shall be renewed when it is paid and approved by the Financial Department.

**Article 8:**

The advance shall be approved after auditing and approving it by the Financial Department.

**Article 9:**

Any expenses that do not have sufficient documentation of disbursements and are not well-evidenced shall be refunded.

**Article 10:**

Coordination shall be made between the Financial Committee of the branch or the central branch and the Financial and Accounting Department of the project, regarding any inquiries about the project's items / permitted expenditures.

**Article 11:**

Revenues:

- A. It is not permissible to receive any revenue arising from the activity of the Union, except by virtue of a main or subsidiary cash receipt, whether it is handwritten or electronic, and the payer shall be given the original copy of it.
- B. Daily receipts shall be deposited in the Union's accounts in the approved banks, according to fundamentalist deposit slips.
- C. It is not permissible to use the funds of the Union before it is deposited in the bank for any reason.

**General provisions**

**Article 12:**

The Financial Committee is responsible for the advances and their value. If they are not repaid, they will be considered a debt that will be repaid from the Financial Committee by all used methods, by a decision of the General Manager.

**Article 13:**

The advance request shall be submitted to the Financial Department based on the approved forms.

**Article 14:**

Advances shall be replenished by cheques.

**Article 15:**

The advances shall be repaid in all branches before the last day of the calendar year, and the amounts of money shall be deposited in the bank account approved by the Union.

**Article 16:**

It is not permissible to use the advances except for the purpose for which they were disbursed.

**Article 17:**

Statements of expenses and revenues shall be approved according to the form prepared by the Financial Department.

**Article 18:**

The Financial and Administrative circulations issued by the Administration shall be considered an integral part of these instructions after the approval of the Administrative Body on it.

**Article 19:**

The Administrative Body of the Union is the mandate holder who explains any ambiguity in these instructions.

**Article 20:**

Voting provisions shall be applied on the Supervisory Committee as stipulated in the Basic Law.

**Article 21:**

The General Manager and the Financial Department are responsible for implementing these instructions.