

## CHAPTER V

### Finance

**UNIT 20: HOMESTAY VOLUNTEER TEACHERS ORGANIZATION** has the following financial resources:

- Funds received from National and international donors, organizations, and fund raising from all the members.

**UNIT 21:** All monies collected by **H.V.T.O** both in cash or credit cards must be deposited in an Account of **H.V.T.O** in a bank recognized by the National Bank of Cambodia.

**UNIT 22:** Every expense must be made very carefully in order to preserve funds for proper uses. Every deposit and withdrawal must be made with two signatures of the president of the organization and the coordinating and programming manager or secretary. No one has the right to use the money of **H.V.T.O** for any other purposes which are not mentioned in the Budget Plan without permission from the president of the organization.

**UNIT 23:** Every expense item of the budget of **H.V.T.O** either for staff's salaries or for Administration and other expense must be verified by attaching invoices or receipts with the approval of the president of the organization and the coordinating manager.

Every expense which is made personally without authority is not considered to be an expense of **H.V.T.O** and this person must personally be responsible for payment.