

BANGLADESH RURAL ELECTRIFICATION BOARD
DHAKA, BANGLADESH
PBS INSTRUCTION 200-20

SUBJECT : PBSs' INITIAL BANKING AND ACCOUNTING REQUIREMENTS

I. GENERAL

This Instruction sets forth to describe the basic banking and accounting requirements of the PBSs.

II. BANK ACCOUNTS

After the execution of contract of loan, mortgage and mortgage note and the advance of the first loan funds, the PBS will open the following bank accounts:

A. Cash General Fund

PBS shall open a bank account for cash general fund as required.

B. Membership Fund

For depositing membership fees, the PBS shall open a STD account in bank as required.

Note: PBS will gradually operate and maintain other necessary Bank Accounts for management of its fund as required by PBS Instruction 200-24 and 200-29.

C. Bill Collection through Agents/Mobile Banking:

The PBSs shall open bank accounts in link branches of the respective bank for collection of electric bills through "Agents/Mobile Banking" that are selected and approved by BREB.

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III. BOOKS OF ACCOUNTS

The following books and records are to be opened and maintained as per Instruction 200-06.

A. General ledger

All Balance Sheet and Income and Expense Accounts (BREB Form No. 296).

B. Cash receipts journal

All receipts in cash or cheque incorporated in Cash Receipt Journal (BREB Form No. 08 and 08A)

C. Disbursement voucher journal

All vouchers paid by cheques and incorporated in Disbursement Voucher Journal (BREB Form No. 90 and 90A).

D. Disbursement voucher

All payments made by cheques (BREB Form No. 185).

E. Subsidiary records and ledgers

Subsidiary ledgers and records shall be maintained for supporting the accounts of General Ledger (as required).

IV. ACCOUNTING GUIDELINE

Based on the nature of transactions carried out and the financial activities involved, the PBS will follow the Instruction 200 Series, particularly Instruction 200-06, PBS Accounting Procedure Manual.

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