



HAI Board Regulation on Finance, Accounting and Budgeting for Fiscal Year 2563 (2020)

As it is deemed appropriate to amend the financial, accounting and budgeting procedures of HAI (Public Organization) to be consistent with the Regulation of the Ministry of Finance on the Withdrawal, Receipt, Disbursement, Custody of Funds; and the Delivery of Funds to Treasury, B.E. 2562 (2019), so as to facilitate work performance toward a higher level of efficiency and effectiveness;

By virtue of Section 12 and Section 18 (4) (f) of The Royal Decree on the Establishment of The Healthcare Accreditation Institute (Public Organization) BE 2552 (2009) and as amended later in the 2nd Edition, B.E. 2562 (2019), coupled with the Resolution of HAI Board in its Meeting No. 7/2020 on 26 June 2020, a relevant regulation is issued as follows.

Article 1: This Regulation shall be titled as “HAI Board Regulation on Finance, Accounting and Budgeting for Fiscal Year 2563 (2020).”

Article 2: This Regulation shall come into force on the day after the date of its announcement.

Article 3: “HAI Board Regulation on Finance, Accounting and Budgeting for Fiscal Year 2558 (2015) shall be canceled.

Article 4: In this Regulation

“The Institute” means The Healthcare Accreditation Institute (Public Organization).

“The Board” means HAI Board.

“Board Member” means the Members of HAI Board.

“Director” means The Director of HAI.

“Finance Officer” means the Chief of Finance and Accounting Section or the persons holding any other positions doing the jobs similarly to those of the Chief of Finance and Accounting Section, and also refers to the officer responsible for receiving money and disbursement of HAI.

“Evidence of Payment” means the evidence proving that a payment of money has been settled for recipient or creditor correctly in accordance with the obligation.

“Borrowed Money” means the money that HAI pays to a person as a lending to cover the expenses in going out to work or undertaking any other tasks.

“Safe” means a strong and secured iron cabinet for keeping the money of HAI.

“Fiscal Year” means the period from 1 October of any given year to 30 September of the following year, and such following year is used as the name of that fiscal year.

“Expenditure Budget” means the maximum amount of money granted for making payment or entering into a debt obligation in line with the objective for a defined period out of the budget, revenue or asset of HAI.

Article 5: The Director shall have charge and control of the execution of this Regulation; and shall have the power to issue a regulation, announcement, order or criterion, and/or any standard procedures to facilitate actual practice without conflicting with this regulation.

In case there is a dispute regarding the compliance with this regulation, or any issues not defined in this regulation, HAI Board shall have the power to arbitrate the dispute; and the arbitration of The Board shall be regarded as final.

Chapter 1

Funds, revenues and Assets

Article 6: Funds, revenues and assets of HAI consist of

(1) Money and assets received from the transfer by virtue of Section 39 of The Royal Decree on the Establishment of The Healthcare Accreditation Institute (Public Organization) BE 2552 (2009).

(2) The money given by the government as the initial fund.

(3) General supporting funds allotted as appropriate by the government.

(4) Supporting funds from private sectors, local administrative or any other organizations, as well as those from overseas or international organizations; and the money or assets donated by a person.

(5) Fee, subscription charge, remuneration, service charge, or revenue received from the operation.

(6) Any interests or benefits yielded from the assets of HAI.

Receiving money or assets mentioned in (4) shall not cause HAI to lose autonomy or impartiality.

Article 7: All revenues of HAI are not regarded as the revenues to be delivered to the Ministry of Finance as provided by the laws on treasury reserve and those on budgeting procedures.

In contingent or appropriate cases, HAI by approval of the Board may deliver an appropriate amount of its revenue to the Ministry of Finance to serve as public revenue.

Article 8: The ownership over the real estate that HAI has acquired through a donation or from buying with money from its revenues shall belong to HAI.

HAI shall have power to take charge/take care of, maintain, use, distribute and make any benefits from its assets.

Article 9: HAI may put out its funds, revenues or assets for making a benefit based on the approval from the Board as follows.

(1) Buy government bonds

(2) Buy the bonds or debentures of state enterprises or public organizations

(3) Buy treasury bills

(4) Deposit in a state enterprise bank, or a commercial bank

(5) Buy promissory notes or bills of exchange (the drafts) from a firmly established financial institution of public or private sectors, furnished with an aval (a guarantee) by a bank.

(6) Mutual funds that only invest in debt securities of government sector

(7) Any other methods defined by the Director based on the approval from the Board

The conditions and methods for making such benefits, as well as the types of investment, the proportion of investments in different types, and the conditions for investment, shall be determined by the Board and not conflicting with Public Organization Act, B.E. 2542 (1999) and as amended later.

Chapter 2

Financial Procedures

Part 1

Receipt

Article 10: The receipt in a book as well as the one generated by the computer of HAI shall be in a form or format defined by the Director; and there shall be at least one copy of each receipt attached to the book of receipt.

The Director shall define practical procedures for all matters involving the receipt.

Article 11: The receipt of HAI shall contain the following items as the minimum.

- (1) The name, address and Tax ID No. of HAI
- (2) Date/Month/Year the money is received
- (3) The description of item getting paid for
- (4) The amount of money received
- (5) Signature of person receiving money
- (6) Any other items as defined by the Director

Article 12: On the receipt, there shall be the printed number of the book and the running number of each receipt.

Article 13: It is forbidden to erase and correct or modify the amount of money in the receipt.

For any receipt filled in with a wrong amount of money; such wrong amount shall be crossed out and re-written with a whole amount endorsed with the signature of the person receiving money, or such receipt shall be crossed out entirely to void it and a new receipt shall be issued instead.

For any receipt that has been voided, the original receipt and any existing copies shall be crossed out or written on with a text implying that it is voided; and the whole set of this receipt (including the original and copies) shall be kept in the book of receipt and under a control system for audit.

If an unused receipt is lost or damaged up to a point that it cannot be used as evidence document, finance officer shall report the Director accordingly and circulate a message detailing the cancelation of such receipt on HAI Website or any electronic media of the Institute to prevent the use of that given receipt as an evidence document.

Article 15: Finance officer shall keep the copies of the receipts that have not been audited yet in a safe place preventing a loss or damage. And once they have already been audited, they can be kept as a normal document.

Part 2 Receiving Money

Article 16: Money shall be received through e-Payment system except in the case that there is an obstacle or urgent necessity preventing the receiving through such system. In that circumstance, money can be received in cash, or as a check, or any financial instruments.

Article 17: In receiving all forms of money, finance officer shall be the one who receives and issues a receipt to keep as evidence document; except for receiving the grant-in-aid from the government, the procedures of which shall be compliant with laws, rules, criteria and methods as defined by the Bureau of the Budget and the Ministry of Finance, and except for the interest gained from the bank account of the Institute.

Any revenues gained by HAI as mentioned in paragraph one cannot be withhold or used for anything else before they are delivered into corporate revenue of the Institute; except there is a regulation defining anything else different from this.

Any bank fees or any other similar fees derived from receiving money shall be recorded as another expense transaction separately.

Article 18: The receipts from a same book shall be used for receiving any kinds of money; except the kinds that the payments are settled annually and by a large number of people, for which a separate book of receipts can be put aside specifically to accommodate the payments.

Article 19: HAI shall record the receipt of money in the system within the same day of receiving money.

In receiving cash, a check, or any financial instruments after the closing time of the account of a given day; the transaction of receiving money shall be recorded in the system on the following working day.

Article 20: The Director, or the person authorized in writing by the Director, shall examine the amount of money collected and delivered against the evidence document and the transactions recorded in the system to see whether they are correct and complete.

Article 21: All kinds and all amounts of the revenues received by HAI shall be deposited into HAI account in a financial institution defined by the Board on the same day that they are received.

In case that the money received cannot be deposited in the financial institution in time on the same day that they are received, they shall be kept in the safe of the Institute for deposit on the following working day.

For the grant-in-aid from the government through the Annual Expenditure Budget Act, the Additional Annual Expenditure Budget Act, or the Transferred Annual Expenditure Budget Act; they shall be deposited at state enterprise banks or the financial institutions that HAI has agreed upon with the Ministry of Finance.

Part 3 Money Collection and Holding

Article 22: HAI shall keep the money collected or received in cash or as a check or other financial instruments in the safe located in a safe place of the Institute.

Article 23: HAI shall manage to have a safe for keeping money, patents and patent certificates of the Institute, situated in a secured area. There shall be at least two sets of the keys; one set for the member of Money Keeping Committee (the one assigned by the Director to take duty in holding money), and the second set shall be kept in a sealed envelope signed across the seal together by the Director and Deputy Director, and this sealed envelope shall be kept in a safe place by the Director or a person assigned by the Director.

Article 24: HAI Director shall appoint at least two officers of the Institute to serve as the Money Keeping Committee of HAI, one member of which to hold the key of the safe and another one to keep the combination.

In case any members of Money Keeping Committee are unable to take functions, the Director shall appoint other persons to act as a Substitute Member to take function in keeping money instead, up to a number that can fill up the depleting number of the members, and this can be done as a standing appointment.

The appointment of substitute member of Money Keeping Committee can be done as a standing appointment.

Article 25: The hand-over and receiving the key of the safe between Money Keeping Committee Member and the person acting as the Substitute Money Keeping Committee Member shall be recorded for keeping as evidence.

The Committee Member taking function in keeping the key of the safe is not allowed to give the key to any other persons for taking this function instead except the case of giving it to an officer appointed as the substitute committee member by the Director as mentioned in paragraph one.

Article 26: Money Keeping Committee Members or the persons acting as the Substitute Money Keeping Committee Members must keep the key of the safe in a safe place, not lose it or let anyone to take it for making a mold for duplication. In case the key is lost or it is suspicious that someone may have made a duplicate or made a mold for duplication wrongfully, responsible persons shall report the Director immediately for urgent action.

Article 27: Money Keeping Committee Members or the persons acting as the Substitute Money Keeping Committee Members shall not give the key of the safe to anybody else to do their duties on their behalf.

Article 28: HAI shall prepare a daily cash balance report in a format determined by the Director, by compiling it on each day of receiving cash, check or other financial instruments.

On any day that there are no transactions of receiving money as mentioned in paragraph one, the preparation of the daily cash balance report for that day can be omitted. However, this shall be put as a remark in the daily cash balance report of the next recording day when pay-in pay-out transactions arise.

Article 29: After the time for receiving money or disbursement is over on each day, financial staff shall deliver the money s/he is holding, along with the daily cash balance report, to Money Keeping Committee Member (appointed by the Director) for checking the money and financial instruments against the daily cash balance report.

Once everything is correct, Money Keeping Committee Member shall sign his/her name in the daily cash balance report as an endorsement; and put the money to keep in the safe.

In case there is a discrepancy between the money delivered for keeping and the amount recorded in the daily cash balance report; the financial staff and Money Keeping Committee Member shall sign their names in the daily cash balance report, put the money to keep in the safe, and report the Director for further action.

Article 30: On the following working day, if there is a need to take the money out for payment, the Money Keeping Committee Member shall give the money (that has been kept) to financial staff member for disbursement. The financial and accounting staff shall sign his/her name endorsing the receipt of money in the daily cash balance report of the most recent recording day.

Article 31: To open the safe, the person holding the key shall inspect the condition of the safe first. If the safe is in a good condition, then it can be opened. If the safe looks untidy or there is something unusual, report the Director immediately for further action.

Part 4 Disbursement

Article 32: Disbursement of the Institute shall be paid only for business of the Institute, in accordance with criteria set by the Director and under the budget plan approved by the Board.

This shall follow Section 7 of The Royal Decree on the Establishment of The Healthcare Accreditation Institute (Public Organization) BE 2552 (2009) and as amended later.

Disbursement and processes shall be determined and announced by the Director or the person delegated by the Director for approving the disbursement mentioned in paragraph one.

Article 33: Disbursement shall be paid through e-Payment system to the persons eligible for receiving.

Payment settled by a check or cash can be done so only when there is an obstacle or urgent necessity causing the inability to settle by the method mentioned in paragraph one; and the Director shall determine the procedure in issuing a check for disbursement.

Article 34: Disbursement of the Institute includes:

- (1) Personal costs, such as salary, wage, assistance cost and welfare cost of staff;
- (2) Operating cost for program, project, activity, research, and administration cost of the Institute, such as remuneration, utility cost, material cost, public utility cost, research administration cost, research promotion cost, and operation cost for the activities to achieve the objective of the Institute;
- (3) Investment cost such as equipment, property and land cost;
- (4) Other costs approved and categorized by the Board as operating cost of the Institute.

Article 35: The order to make an out-payment, a purchase, an entering into a hiring contract or a debt obligation, shall be approved by the Director not exceeding the ceiling of the annual budget approved by the Board.

The Director has the power to delegate Deputy Director or any officer of the institute to have the authorization in issuing an order to make an out-payment, a purchase, an entering into a hiring contract or a debt obligation, and in approving any disbursements seen appropriate by the Director. Such delegation shall be made as a written order.

The criteria for issuing an order for making an-out payment, approving a disbursement, and the maximum amount that can be approved by Deputy Director or any other officers of the Institute, shall be determined by the Director.

Article 36: Payments made by the Institute shall have a receipt or receipt voucher issued by the person receiving money; or a payment report generated from e-Payment system, or a document certifying the receipt of money to serve as payment evidence.

Article 37: The receipt issued by the person receiving money shall contain the following details.

- (1) Name, home or work address, and Tax ID no. of the person receiving money.
- (2) Date/Month/Year of receiving money.
- (3) Detailed description specifying the item being paid for.
- (4) The paid amount, both in alphabetic and numeric.
- (5) Signature of person receiving money.

Article 38: In case, according to the nature of a person, a receipt cannot be obtained from the person receiving money; s/he shall be asked to sign in a receipt voucher to keep as payment evidence.

Article 39: In case HAI staff has paid out an amount and obtained a receipt containing incomplete details; the staff shall make a payment document for submitting to HAI for disbursement.

In case a receipt had been obtained but was lost; a copy of the lost receipt endorsed by the signature of the person receiving money is valid as auxiliary document for disbursement.

In case a receipt mentioned in paragraph two cannot be obtained, the staff shall make a payment document describing the event of the loss or the reason for not obtaining the copy of the receipt, guaranteeing that such receipt has never been used for disbursement before, and if found on a later date will not be taken for disbursement. Then submit to the Director to consider approving. Upon approval from the Director, this payment document can be used as the evidence for disbursement.

Article 40: Payment evidence must be printed or written in ink. Correction of the evidence can be done by crossing out and re-typing or re-writing, endorsed with signature of person receiving money at every place of the correction.

Article 41: HAI shall keep payment evidence in a safe place not to be lost or damaged. However, once they have been audited, they can be kept normally as a regular document.

Part 5

Out-payment for Borrowed Money and Petty Cash

Article 42: Staff borrowing advance money to cover expenses as mentioned in Article 45 shall return the remaining unused amount along with payment documents to clear out the borrowed money within fifteen days from the conclusion of the activities requiring such borrowed money as an advance. In case there is a remaining amount after clearing the borrowed money against the payment documents, the borrower shall return the entire amount of remaining cash to off-set the borrowed money. Finance officer receiving the returned amount shall issue a receipt to borrower for keeping as evidence, or give money transfer evidence in place of the receipt.

Once the borrower has returned the remaining unused cash along with payment documents to clear out the borrowed money completely; financial officer receiving money back shall record in the loan agreement as "Paid back already."

In case situation changes and there is no need to use the approved borrowed money, the entire amount of borrowed money shall be returned within seven days after the situation has been recognized, or should be recognized.

If the borrowed money cannot be returned within the defined period or cannot be cleared out within such period due to a situation of necessity, the borrower shall explain the necessity to the Director for considering whether to approve or not, on a case by case basis.

Article 43: The borrower of advance money can borrow a new amount only when the previous borrowed amount has been returned completely.

In case of a need for the borrower to borrow a new advance amount without clearing the previous amount completely, the borrower shall explain the necessity to the Director for considering whether to approve or not, on a case by case basis. However, the borrower cannot borrow as such more than two consecutive times.

Article 44: HAI staff can borrow money for the following expenses.

(1) Payment for operating cost of the Institute, such as remuneration, utility cost, material cost, and public utility cost.

(2) Payment for the procurement requiring a cash payment.

(3) Payment for welfare cost of staff.

(4) Payment for expenses of HAI activities as approved by the Director.

Article 45: The loan agreements not completely paid back yet must be kept in a safe place, not to lose them.

Article 46: In case the borrower does not pay back the money within the defined period, finance officer shall call for the payback in accordance to the terms and conditions provided in the loan agreement as soon as possible.

In case the borrower is unable to do so as mentioned in paragraph one, finance officer shall report the Director for further action to find someone responsible for the payback.

Article 47: Criteria and processes for the borrowing, and the monitoring and control of the payback, are determined by the Director.

Article 48: HAI shall hold the petty cash to reserve for payment not exceeding thirty thousand Baht per day, or any other amount that the Board may determined.

Article 49: Finance officer shall hold the responsibility for petty cash.

Article 50: Borrowing money from petty cash shall be executed by using the loan document determined by the Director.

Article 51: The criteria for petty cash holding, the approval of payment from petty cash, and petty cash registry, shall follow the regulations, announcements and orders determined by the Director.

Chapter 3 Accounting

Part 1 Accounting

Article 52: Account of the Institute shall follow the principles of accounting standards and accounting policy of government sector.

Article 53: The Institute shall keep accounting evidence and asset registry in a good order and a prompt condition for audit; and they shall be kept for at least ten years.

For financial documents, payment documents or debt obligation documents without the evidence prescribing debt formation, the change, transfer, preservation or suspension of financial rights, as well as money-receiving documents, payment documents or debt obligation documents that are no longer needed to be used as the evidence for debt formation, the change, transfer, preservation or suspension of financial rights, because there are some other documents that can be referred to instead of or can replace these documents, and Office of the Auditor General of Thailand has checked them already and not found any problems, or any documents no longer needed as the auxiliary documents for audit or for any purposes; they shall be kept for at least five years.

Article 54: Finance Officer shall prepare monthly financial report submitting to the Director for acknowledgement.

Part 2 Report and Audit

Article 55: The Director shall submit financial and accounting reports to the Board every trimester.

Article 56: An internal auditor shall be responsible for internal audit in responsive to the regulations of the Board concerning internal audit.

Article 57: The Institute shall prepare the balance sheet, financial and accounting statements, and submit them to the Office of the Auditor General of Thailand, or to a third party appointed by the Board with approval from the Office of the Auditor General of Thailand to take function as the auditor, for getting audited and evaluated the spending and assets of the Institute, within ninety days from the ending of every accounting year.

Article 58: The Institute shall submit annual financial report and the report of audit results, as mentioned in Article 58, to the Ministry of Finance, Bureau of Budget and the supervising ministry; and publicize through electronic media within thirty days after obtaining the audit results.

Chapter 4 Budgeting

Part 1 Budget Request

Article 59: The Director shall prepare annual expenditure plan, operation plan, expenditure budget and estimated revenue for the next fiscal year of the Institute by taking into account the targets, outputs, indicators, budget ceiling, timeline, and responsible persons, and submit within the month of September to seek approval from the Board.

The plan being proposed must be consistent with national strategies and other development plans at all levels.

Article 60: During a given fiscal year, if it is necessary for the Institute to prepare a plan for additional annual expenditure or to adapt its action plan; this shall be submitted to seek approval from the Board with the description specifying the source of money to be used in the additional annual expenditure plan.

Part 2 Budget and Asset Administration

Article 61: The Director shall have authorities and responsibilities in budget allocation, disbursement and in entering into a debt obligation, in a way responsive to the budget plan approved by the Board.

Article 62: The Director can approve the sharing of expenses across budget categories of personnel cost, operating cost, and other costs following the applicable laws.

Article 63: The Director shall have the authorities to approve the transfer or the change of the budgets in the category of investment cost as follows.

(1) Increase or decrease the quantity or change the details of equipment or buildings in the action plan and budget plan within the approved budget ceiling.

(2) Transfer the residual budget from the completed/canceled procurement of any equipment or buildings for adding into the payment of equipment or building items that have been unable to procure due to a reason but have been approved by the Board.

Article 64: The Institute shall allocate a budget for asset maintenance and utilization in accordance with criteria and conditions determined by the Board.

Article 65: Donated money or assets with specific objectives from any persons shall be put aside to use separately for such objectives.

Article 66: If the annual expenditure budget of any given year is not available in time, the Director shall seek approval from the Board to use the budget money not exceeding the approved budget amount of the previous year during the interim, or as determined by the Board.

Part 3 Monitoring and Evaluation

Article 67: At the end of each fiscal year, the Director shall produce an annual report of the Institute and present this to the Board for approval before sending to the Minister of Public Health. The annual report shall cover the performance results of the Institute in that year, accounting sheets, the report from the external auditor, the policy description of the Board, and the key programs/ projects that will be implemented in the following year.

The annual report shall be disclosed to public by publicizing it on the computer network of the Institute.

Transitional Provisions

Article 68: Any actions executed already in any stages before this regulation comes into force shall be valid by virtue of this regulation. However, the execution of any actions from now on shall follow the provisions of this regulation.

Article 69: Any rules, regulations, announcement or orders that have been effective before the enforcement of this regulation shall still be in force further as long as they are not conflicting with this regulation.

Announced on 20 July 2020

(Mr. Theerapol Topanthanont)

Chairperson of HAI Board