PROCEDURE TO ORGANIZE LOCAL AND INTERNATIONAL CONFERENCES/SEMINARS
(PRIOR TO COMMENCEMENT OF SEMINARS/CONFERENCES)

START

Check Budget Availability

Available

Consult PRO on Program Itinerary. Recitation of Quran & Doa to be referred to IIUM Mosque

Appoint a finance representative or other authorized staff as the Treasurer

Souvenirs to be given to outside VIPs only. The usage of certain ceremonial items to be minimized

The fee charges should be at least **USD100/day** for international seminars/conferences and **RM300/day** for local seminars/conferences

The request for program advancement should comply with the IIUM Policy on Cash Advancement

A

RESPONSIBILITY

Program Organizer

DOCUMENTS AND RECORDS TO BE REFERRED

Not Available

Request for Budget
The approving authority for conducting seminar/conference is the Rector.

The Approving Authorities for seminars/conferences expenditures:

Up to RM 20,000:
- Deans/Directors/Chief Librarian

RM 20,001 until RM 200,000:
- Rector and Executive Director of Finance
PROCEDURE TO ORGANIZE LOCAL AND INTERNATIONAL CONFERENCES/SEMINARS
(DURING THE SEMINARS/CONFERENCES)

All donations and sponsorships must be in the form of crossed cheque/banker’s draft/telegraphic transfer/money order made payable to Finance Director IIUM.

As for the SBUs, all donations and sponsorships must be in the form of crossed cheque/banker’s draft/telegraphic transfer/money order made payable to the respective SBUs.

Other modes of payment such as credit card and online internet banking are allowed. The payment statement/slip must be presented as proof of payment before receipt is issued.

Any collection regardless of the sources shall be charged to the respective KCDs trust account and banked in first before it can be used for disbursement.

All cheques must be crossed upon receipt. Receipts for foreign currency can only be recognized in the system after clearance. As for cash in foreign currency, the money needs to be converted first and the conversion statement/slip to be retained.

A tax exemption receipt must be issued to donors upon receiving of monetary contribution.

RESPONSIBILITY

Treasurer

Manual of IIUM Financial Policy
All cash collections for the day must be credited to the bank within three (3) working days if the collections have reached RM1,000. Cash amounts less than RM1,000 or one (1) week collection, whichever is less, are to be banked into the bank. All receipts through cheques (non-cash collection) must be credited to the bank within a week from the date of their receipts.

Bank in slips must be retained and checked against bank account number, bank stamping and cash book.

Any monies which have yet to be sent to the bank cannot be used for any purposes and no officer is allowed to borrow, advance or change the money received on behalf of the University.

The normal mode of honorarium payment to speakers is via cheque/EFT/T.T/BD. Meanwhile, honorarium payment to eligible staff who are involved in seminar/conference is subject to Treasury Instruction No. 3 Year 2003.

The donations and sponsorships received must be utilized solely for the approved program and the KCD is responsible to maintain a proper bookkeeping for the purpose of keeping track the cash inflows and outflows of the trust accounts.
PROCEDURE TO ORGANIZE LOCAL AND INTERNATIONAL CONFERENCES/SEMINARS
(AFTER THE SEMINARS/CONFERENCES)

The full report of the seminars/conferences must be submitted to the Treasurer within one (1) month after the completion of the programs.

The organizer should submit at least 2 pages of report after the conference to the Office of Corporate Strategy & Quality Assurance. The report should include overall evaluation, financial and resolution (if any).

Any excess money and profit generated from the seminars and conferences shall remain in the trust fund accounts and the usage of the excess money is governed by the trust deeds of the respective trust fund accounts.

END

Responsibility

Program Organizer

Program Organizer

Program Organizer and Treasurer

Documents and Records to be Referred

Trust Deeds of the respective trust accounts