

ព្រះរាជាណាចក្រកម្ពុជា

KINGDOM OF CAMBODIA

ជាតិ សាសនា ព្រះមហាក្សត្រ

NATION RELIGION KING

ក្រុមហ៊ុនសាកលវិទ្យាល័យព្រះសីហមុនីរាជ

Date:01st September 2025.....

Record-Keeping and Financial Reporting Policy

Purpose:

To ensure accurate, timely, and transparent financial record management and reporting.

Policy Statement:

All financial transactions must be recorded in accordance with approved accounting standards and internal policies.

Procedures:

- The Finance Office maintains accurate ledgers and reconciliations.
- Monthly and annual financial reports must be produced for senior management.
- Records must be retained securely for at least seven years.

Review:

Reviewed annually by the Finance Office.

Next review date: 20th August 2028