



THAI BINH PROVINCIAL PEOPLE'S COMMITTEE
COLLEGE OF MEDICINE

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FINANCIAL MANAGEMENT PROCESS

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Signature			
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Job Title:	Head of Planning and Finance Department	VICE PRINCIPAL	PRINCIPAL

FINANCIAL MANAGEMENT PROCESS

I. PURPOSE AND SCOPE OF APPLICATION

The financial management process aims to standardize financial and accounting management at Thai Binh Medical College, ensuring compliance with all regulations, guidelines, and laws of the State.

This process aims to manage and utilize financial resources effectively and economically, thereby contributing to gradually increasing workers' income and linking the quality and efficiency of labor with income distribution.

The financial management process aims to promote democracy, openness, and transparency in financial management. It also strengthens self-inspection and supervision of finances.

This regulation applies throughout Thai Binh Medical College when Perform tasks related to the school's financial management.

II. DEFINITIONS AND ABBREVIATIONS

1. Definition:

Financial management is the deliberate use of management methods and tools to influence and control financial activities in order to achieve set objectives, including managing revenue, managing expenditure, and managing capital, funds, and assets according to regulations.

2. Abbreviations:

QT	Procedure
<small>Board of Directors</small>	Board of Directors
P. KHTC	Finance and Planning Department
<small>City of Science and Technology</small>	Head of Financial Planning Department
KHTC	Financial Plan
KTV	Accountant

III. FLOWCHART (See page 4)

IV. SPECIFICATION (See pages 5-7)

Process: **FINANCIAL MANAGEMENT PROCESS**

V. ACCOMPANYING FORMS/INSTRUCTIONS

1. Instructional document

- Based on Government Decree No. 43/2006/ND-CP dated April 25, 2006

Regulations concerning the autonomy and accountability of public institutions in performing their duties, organizing their structure, staffing, and finances;

- Based on Circular 71/2006/TT-BTC dated August 9, 2006 of the Ministry of Finance regarding Providing guidance on Decree No. 43/2006/ND-CP;

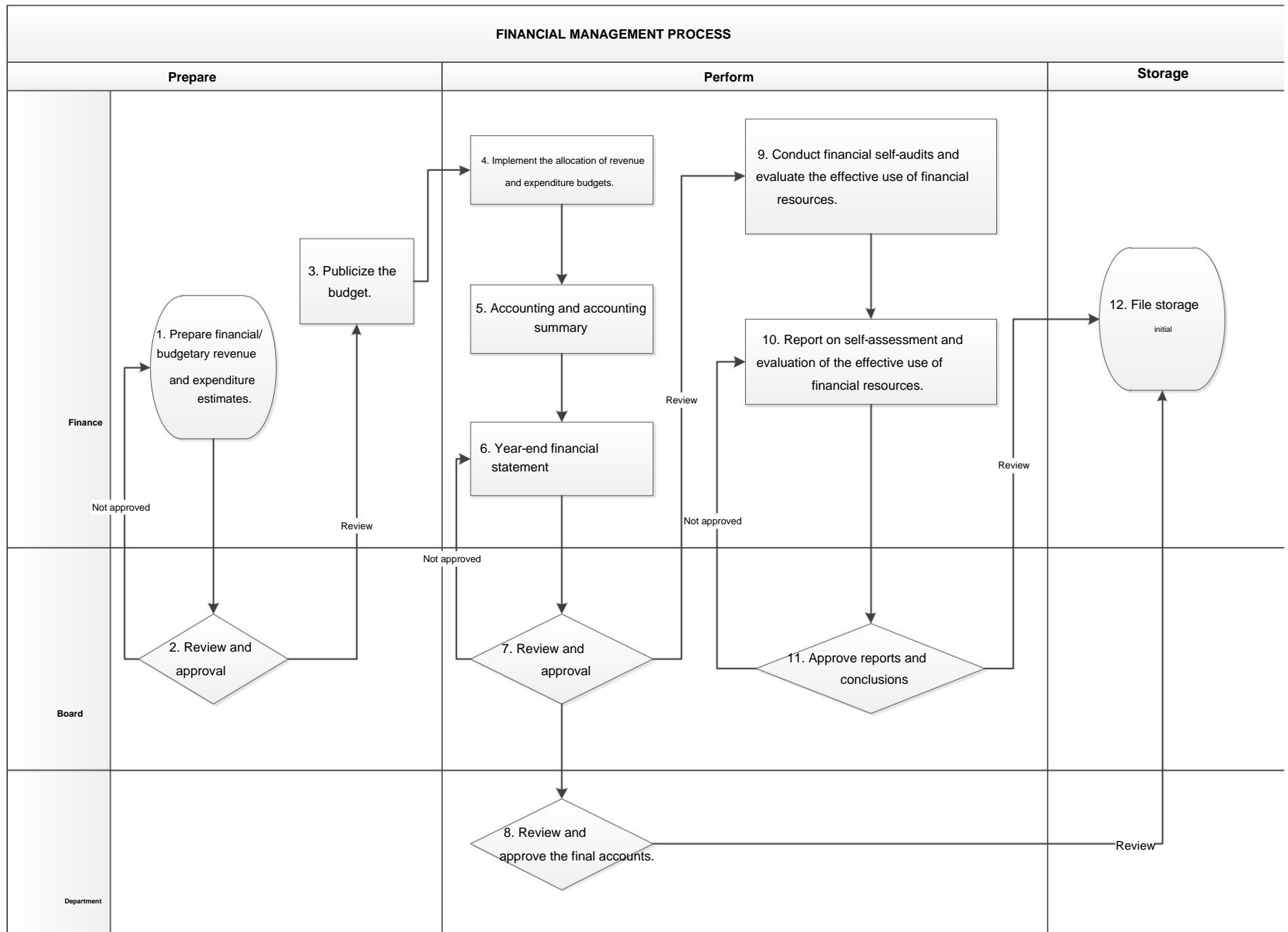
- Based on Decree No. 16/2015/ND-CP dated February 14, 2015 of the Government on Regulations governing the autonomy mechanism of public non-profit organizations;

- Based on Circular 107/2017/TT-BTC dated October 10, 2017 of the Ministry of Finance Regarding the issuance of accounting regulations for administrative and non-business entities;

- Based on Decision No. 32/QD-CDYT dated February 16, 2022, of the Principal Thai Binh Medical College regarding the issuance of internal expenditure regulations for the year. 2022.

2. Forms/Instructions

No.	Form/Instruction Name	Encryption
1.	Financial/Budgetary Revenue and Expenditure Forecast	BM/QT.09/P.KHTC/01-01
2.	Financial Statements	BM/QT.09/P.KHTC/01-02
3	A plan for self-assessment of finances and evaluation of financial performance.	BM/QT.09/P.KHTC/01-03
4	The council conducts a self-assessment of finances and evaluates the effectiveness of financial utilization.	BM/QT.09/P.KHTC/01-04
5	Financial self-assessment report, evaluating the effectiveness of financial utilization.	BM/QT.09/P.KHTC/01-05
6	Minutes of the meeting of the Financial Self-Assessment Council, evaluating the effectiveness of financial utilization.	BM/QT.09/P.KHTC/01-06



SPECIFICATION OF THE FINANCIAL MANAGEMENT PROCESS

No.	Job step name	Specification	Department/Unit responsible	Set coordinating unit/department	Results achieved	Deadline	Form
1	Project development financial/budgetary revenue and expenditure calculations	Based on the budget estimates of the departments and divisions, the budget estimates of the previous year, and the balance of revenue sources, the accounting department prepares the revenue and expenditure budget for the entire school's operations and submits it to the Head of Planning and Finance and the Board of Directors for approval.	KTV, City. KHTC	Departments and divisions	Financial revenue and expenditure forecast	Within 10 days	BM/QT.09/P.KHTC/01-01
2	Review and approve	The Board of Directors reviews, adjusts, and approves the financial revenue and expenditure budget. If the budget meets the requirements, proceed to the next steps. If the budget estimate does not meet the requirements, return it to the Planning and Finance Department for revision.	Board of Directors	Departments and divisions	The financial revenue and expenditure estimates are Approved by the Board of Directors	After 2 days	BM/QT.09/P.KHTC/01-01
3	Public disclosure of budget estimates	The Planning and Finance Department receives notifications and decisions approving projects. maths. - Publicly disclose the budget at the employee conference.	Planning and Finance Department	Board of Directors City KHTC	The financial revenue and expenditure estimates/state budget have been approved.	In Conference CNVC	BM/QT.09/P.KHTC/01-01
4	Implement budget allocation income and expenditure accounting	Based on the approved financial revenue and expenditure estimates, the ministries This department is responsible for allocating the budget to the school's activities for the year.	Planning and Finance Department	Departments and divisions	Documents payment, settlement	During the fiscal year	

5	Accounting, summary accounting maths	The accountant records and tracks transactions in the school's accounting software.	KTV	Chief Accountant	Accounting ledger	Immediately after accounting transactions occur	
6	Report settlement year-end finances	At the end of the fiscal year, the Accounting Department The Finance Department prepares the annual financial statement and submits it to the Principal for approval.	KTV	Chief Accountant	Financial report	January 31st every year	BM/QT.09/P.KHTC/01-02
7	statement to the Department of Finance	The principal reviews the annual financial and submits the approved financial statement for review.	Principal	Room KHTC	The financial statements have been approved.	After 2 date from the date of signing	BM/QT.09/P.KHTC/01-02
8	The Department of Finance will inspect, review, and approve the final maths	The Department of Finance will inspect, review, and approve the final accounts, and issue a report and notification of the approval.	Department of Finance	Room KHTC	Minutes and notices of final settlement review		BM/QT.09/P.KHTC/01-02
9	Perform self-management tasks. financial audit, performance evaluation using resources main	The Finance and Accounting Department advises the Rector on the plan for conducting self-audits of finances and evaluating the effectiveness of financial resource utilization.	Planning and Finance Department	Board of Directors, Room Examination inspector	Plan, Decision to establish the council	February, March	BM/QT.09/P.KHTC/01-03 BM/QT.09/P.KHTC/01-04
10	Self-report check the account	The council conducts a self-assessment of finances, evaluates the effectiveness of financial resource utilization, and reports the results of the audit.	Examination Board	Room KHTC	- Report of results Conduct a financial self-assessment.	After performing	BM/QT.09/P.KHTC/01-05 BM/QT.09/P.KHTC/01-06

	main, effectiveness evaluation using resources main	during the council meeting and submit the meeting minutes to the Principal for approval.			- Report of results effectiveness evaluation using resources main	inspection work finished	
11	Approve the report and conclusions.	The principal approves the minutes of the financial self-assessment council meeting, evaluating the effectiveness of financial resource utilization.	Principal	Examination and Evaluation Council	- Meeting minutes Self-Assessment Council financial check - Meeting minutes Council for evaluating usage effectiveness using financial resources main	After the meeting of the Inspection and Evaluation Council	BM/QT.09/P.KHTC/01-05 BM/QT.09/P.KHTC/01-06
12	Storage initial	The Planning and Finance Department is responsible for archiving file: - Minutes and notification of the Department of Finance's review of the final accounts. - Financial settlement reports and financial books and records. - Reports and minutes of the Financial Self-Assessment Council meetings - Reports and minutes of the Council meeting evaluating the effectiveness of resource utilization. finance.	Planning and Finance Department	Examination and Evaluation Council	Minutes, notices, reports, files financial	After The principal has approved it.	BM/QT.09/P.KHTC/01-02 BM/QT.09/P.KHTC/01-05 BM/QT.09/P.KHTC/01-06