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## Documentation Extract

### Original Document Details

**KRD Number:** 2008-02-004

**Document Number:** IMS-FIN-001

**Document Name:** Finance Manual

**Department:** Finance

**Revision:** 5.10

### Extract Details

**Sections Extracted:**

Section 18 – Debtors  
Page 20

**Reason for Extract:**

For Kibble internet: [http://www.kibble.org/publication\\_scheme/class\\_4](http://www.kibble.org/publication_scheme/class_4)  
Section 4.3 Financial Policies and Procedures

**NB:**

- **Extract Cover Sheet Must Remain with Extract**
- **Extracts are Uncontrolled Documents and are only Valid at Point of Submission**
- **Where Possible an Extract should be Read in Conjunction with the Parent Document**



Document Number	IMS-FIN-001
KRD Number	2008-02-004
Current Revision	5.10

## Finance Manual

### **18 Debtors**

The Finance Assistant shall run the aged debtors report weekly. Debts will be followed up and comments shall be maintained within the report showing expected payment dates and all other relevant updates. This weekly report shall be issued to the Finance Manager for consideration.

A summary of this report shall be included along with the Management Accounts on a monthly basis for the Finance Committee's perusal.