



INSTITUTE OF CHEMICAL PROCESS FUNDAMENTALS of the  
CAS, v . v. i.

## **Internal Directive No. 13 BOOKKEEPING**

### **Internal control system, financial control**

This directive is created in accordance with the relevant provisions:

- Act No. 563/1991 Coll., on accounting, as amended,
- Decree No. 504/2002 Coll.
- Act No. 32 0/2001 Coll., on financial control
- Decree No. 416/2004 Coll.
- Czech accounting standards.

#### **Article 1 General part**

##### **Internal control system**

The main objectives of internal control are to examine:

- compliance with legal regulations, measures taken by public administration bodies within the limits of these regulations and the organization's internal standards when managing public funds to ensure the organization's set tasks,
- ensuring the protection of public funds against risks, irregularities or other deficiencies caused mainly by violations of legal regulations, wasteful, ineffective and inefficient use of public funds or criminal activity,
- timely and reliable informing of the director and other bodies of the management structure of the organization about the handling of public and other funds, about the operations carried out and their evidentiary accounting processing,
- economic, efficient and effective performance of administration.



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### Article 2 Internal adjustment

1. The performance of the management control of the document that is the subject of management control is confirmed by the employee in writing on the relevant document or a separate attachment (e.g. guide) or as part of electronic approval in financial control.
2. The Institute of Chemical Processes of the Academy of Sciences of the Czech Republic, vvi (hereinafter referred to as ÚCHP) performs approval procedures exclusively electronically within the IS MAGION setting.
3. Accounting for each contract, including all research projects, is kept separately, i.e. for each contract, the project is assigned a contract number, workplace, complex item, contract type in IS MAGION, unless otherwise specified by the provider.
4. When creating contract numbers, the ÚCHP is governed by the founder's stipulation, i.e. the binding breakdown of financial resources  
funds for VVI activities – articles (determine primarily the type of provider) and sources (determine the origin of financial resources from the point of view of the state budget (Chapter 361-AV CR).
5. For each contract, the commander of the operation, the budget manager and the chief accountant are determined. At the same time, a representative of the principal and a representative of the administrator are also determined.
6. The names of employees entrusted with the function of management controls are registered in IS Magion. The Chief Accountant is responsible for staff induction for each job.
7. The overview of the authorization to exercise financial control is also based on the ÚCHP in printed form.
8. Employees who perform the function of budget manager or chief accountant for a specific operation cannot perform the function of commander of the operation.
9. Approval procedures are set according to type, i.e. Orders, Travel Reimbursements, Payables, Receivables, Internal documents.
10. When checking the admissibility of operations, the responsible employee assesses whether the implementation of the accounting operation does not conflict with the budget of the project (grant, task, etc.) with legal regulations (especially Act No. 218/2000 Coll. on budget rules as amended), or with internal regulations institute.
11. If the employee examining the accounting documents discovers the inadmissibility of a certain operation, he will notify the financial accounting office. This will ensure the correction of an inadmissible operation. In serious cases, he informs the director of the institute.
12. In case of detection of irregularities, deficiencies, during each approval process, the commander of the operation, the budget administrator or the chief accountant may reject the ongoing operation or, if necessary, invite another employee to comment.
13. Compliance with the financial control procedure is, among other things, the subject of UCHP's regular



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annual audit, which is carried out by an auditing firm.

**Article 3**  
**Final Provisions**

- 1) This directive supersedes all previous versions of related internal regulations.
- 2) The Chief Accountant is responsible for updates.
- 3) Compliance with this directive is checked by the head of the technical and economic administration.
- 4) **This directive enters into force on January 1, 2023 .**

In Prague, June 1, 2023  
Item no. UCHP-113/POD-2023

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director of the institute

