

**Kingdom of Cambodia
Nation Religion King**

**Ministry of Labour and Vocational Training
No: 301 K.B / Br.K.K.B.K**

**Prakas
On
Formality of Maintenance of Financial Records of Union or Employer Association**

Minister of Labour and Vocational Training

- Having seen the Constitution of the Kingdom of Cambodia
- Having seen Royal Decree No. NS/RKT/0913/903 dated 24 September 2013 on Appointment of the Royal Government of the Kingdom of Cambodia
- Having seen Royal Decree No. NS/RKT/1213/1393 dated 21 December 2013 on Adjustment to the Composition of the Royal Government of the Kingdom of Cambodia
- Having seen Royal Decree No. NS/RKT/0416/368 dated 04 April 2016 on Adjustment to the Composition of the Royal Government of the Kingdom of Cambodia
- Having seen Royal Code 02/NS/94 dated 20 July 1994 promulgating the Law on Organization and Functioning of the Council of Ministers
- Having seen Royal Code No. NS/RKM/0105/003 dated 17 January 20105 promulgating the Law on Establishment of Ministry of Labour and Vocational Training
- Having seen Royal Code ChS/RKM/0397/01 dated 13 March 1997 promulgating the Labour Law
- Having seen Royal Code NS/RKM/0516/007 dated 17 May 2016 promulgating the Law on Trade Union
- Having seen Sub-decree No. 283 OrNKR.BK dated 14 November 2014 on Organization and Functioning of the Ministry of Labour and Vocational Training

Decide

Article 1

Unions or employer associations at all levels shall maintain their financial records and financial books.

Unions or employer associations at all levels shall make an annual activity report and financial report for their members as information and shall make 1 (one) copy to the Ministry of Labour and Vocational Training no later than the end of March of the following year.

Article 2

Financial record is a financial list in which daily expenses and revenues are recorded.

Financial book is a financial list in which monthly expenses and revenues are recorded.

The treasurer shall keep invoice, voucher, bank statement in order to be recorded into the daily financial record and monthly financial record.

The financial record and financial book shall be recorded in Khmer language, accompanied by an accounting voucher. In the event of having regular international transactions, the financial record and financial book can be recorded in English and in international currency, accompanied by the financial record and financial book in Khmer language and Riel currency.

Unions or employer associations at all levels shall keep financial record, financial book and financial documents at the address as stated in the statute of the union or employer association and shall be kept for 10 (ten) years from the date of creating the documents.

Article 3

Unions or employer associations at all levels shall make an annual financial report which show information and financial resource status of the unions or employer association based on the financial record and financial book. An annual financial report includes income statement, list of assets and report on the sources and carrying out of revenues and expenses.

Article 4

Unions or employer associations at all levels shall make an annual activity report which show the activities of their work.

Article 5

Each accounting period shall be set for 12 (twelve) months counting from 01 January to 31 December of the same year. For a new union or employer association that has just been registered, the initial period shall be counted from the date of the registration of the union or employer association to 31 December of the same year.

Article 6

Cabinet chief, Director General of General Department of Administration and Finance, Director General of General Department of Labour, Director of Labour Dispute Department, Directors of Units under the supervision of the Ministry of Labour and Vocational Training, Directors of Municipal/Provincial Department of Labour and Vocational Training, union and employer associations at all levels shall implement this Prakas as per their respective duties from the date of signature.

Phnom Penh, 02 July 2018

Minister

(Signed and stamped)

Ith Sam Heng

Place to receive:

- Office of the Council of Ministers
- Secretary General of the Royal Government
- Cabinet of Samdech Techo Prime Minister
- Cabinet of Samdech, H.E., Lok Chumteav Deputy Prime Ministers
- Relevant ministries/institutions

- Municipal/provincial hall
 “for information”
- As in Article 6
 “for implementation”
- Official gazette
- Archives