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# Regulation on Accounting in Banks of the Republic of Moldova, approved by the DCA of the NBM no. 238 of October 10, 2002

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Approved:
Following the Decision of the
Council of Administration
Of the National Bank of Moldova
no.238 of 10 October 2002

**Regulation**
**on Accounting in Banks of the Republic of Moldova**

*Amended by:*

*DCA of the NBM, no 324 of 27 October 2005;*

*DCA of the NBM, no. 169 of 29 June 2006*

*DCA of the NBM, no.157 of 28 June 2007;*

*DCA of the NBM, no.291 of 15 November 2007;*

*DCA of the NBM, no.235 of 27 November 2008;*

*DCA of the NBM, no.35 of 05 February 2009;*

*DCA of the NBM, no.297 of 15 December 2011.*

## Chapter I
## General Provisions

*Note: The wordings "Article 1, Article 2, ... Article 10" shall be excluded from all over the text:*

*The wording "settlement documents" shall be replaced with the wording "payment documents" within all over the text;*

*The wordings "4.1. General rules on accounting organization", "4.2. Organization of synthetic and analytical accounting", "Organization of synthetic accounting", "Organization of analytical accounting", "4.3. Organization of bank accounts' activity", "Opening of clients' accounts", "Opening of own activity accounts" shall be excluded from the title and contents of Chapter II as in accordance with the Decision of the NBM no.324 of 27.10.2005, in effect on 04.11.2005*

### *Background and Scope*

1. The Regulation on Accounting in Banks of the Republic of Moldova (hereinafter referred to as the Regulation) is worked out in accordance with Art.1 of the Law on the National Bank of Moldova no.548-XIII of 21.07.95, the Law on Financial Institutions no.550-XIII of 21.07.95, the Law on accounting no.113-XVI of 27.04.2007 (Official Monitor of the Republic of Moldova 2007, no.90-93, Art.399), International Financial Reporting Standards (hereinafter referred to as IFRS) and other normative acts.
The provisions of this Regulation shall be applied within banks, including the National Bank of Moldova and shall regulate the banking accounting procedure, the turnover of banking documents and the control performance within banks.

*(P.1 amended by the Decision of the CA of the NBM no.297 of 15.12.2011, in effect on 15.12.2011)*

*(P.1 amended by the Decision of the CA of the NBM no.291 of 15.11.2007, in effect on 01.01.2008)*

*(P.1 para 1 amended by the Decision of the CA of the NBM no.324 of 27.10.2005, in effect on 04.11.2005)*

### *Objective*

2. The accounting basic objective is to ensure a clear understanding of the patrimony situation and financial period result, which is accounted for based on a series of bookkeeping norms, methods and procedures stipulated in the accounting Policy, worked out in accordance with provisions of effective normative acts and in compliance with general accounting principles and conventions provided in IFRS.

*(P.2 amended by the Decision of the CA of the NBM no.297 of 15.12.2011, in effect on 15.12.2011)*

*(P.2 amended by the Decision of the CA of the NBM no.291 of 15.11.2007, in effect on 01.01.2008)*

*(P.2 amended by the Decision of the CA of the NBM no.169 of 29.06.2006, in effect on 07.07.2006)*

*(P.2 amended by the Decision of the CA of the NBM no.324 of 27.10.2005, in effect on 04.11.2005)*

### *General Principles*

3. Banking accounting represents the form of economic bookkeeping, which, based on the double-entry principle and balance equality, provides the registration and control of the bank's patrimony over the modification and transformation of thereof.
Along with the control of the bank's patrimony, banking accounting follows and reflects the money flows between economic agents (account holders) through payment documents.
Reflection in bookkeeping shall be performed in simple and double entries, depending on the type of conducted transaction.

*(P.3 amended by the Decision of the CA of the NBM no.291 of 15.11.2007, in effect on 01.01.2008)*

*(P.3 amended by the Decision of the CA of the NBM no.169 of 29.06.2006, in effect on 07.07.2006)*

4. Double entry accounting shall provide as follows:

- chronological and systematic registration in money terms of all transactions, simultaneously debiting a series of accounts and crediting other accounts with same amounts;
- establishment of totals of debit and credit turnovers, as well as of final balance of every account;
- daily elaboration of verification balance;
- elaboration of the financial reports;
- elaboration of other reports provided in normative acts.

*(P.4 amended by the Decision of the CA of the NBM no.235 of 27.11.2008, in effect on 02.12.2008)*

*(P.4 amended by the Decision of the CA of the NBM no.169 of 29.06.2006, in effect on 07.07.2006)*

5. Simple entry accounting shall be used within economic transactions provided to be concluded not immediately, but at a later date – either on a definite or non-definite day (conditional accounts – either debit or credit; memorandum accounts – entry / payment).

*(P.5 amended by the Decision of the CA of the NBM no.324 of 27.10.2005, in effect on 04.11.2005)*

6. As in accordance with normative acts of the Republic of Moldova, banks shall as follows:

- independently work out internal procedures with regard to the initiation and reflection in bookkeeping of banking operations, paying due consideration to legislative provisions in effect;
- work out primary documents for every conducted transaction;
- register all the transactions in bookkeeping;
- conduct the inventory of bank's patrimony;
- work out financial and statistical reports;
- subject financial statements to audit independent control and confirmation;
- deliver, publish and maintain information on patrimony situation and bank's final activity results;
- ensure fulfillment of other obligations in accordance with normative acts.

*(P.6 para 1 included by the Decision of the CA of the NBM no.324 of 27.10.2005, in effect on 04.11.2005)*

7. Primary documents are the documents worked out on paper or in the electronic form that confirm the performance of the economic activity and that grant the right to carry it out or that confirm the occurrence of an event.
Primary documents shall include the following mandatory elements provided in the template of approved documents:

- name and type of the document (as is the case);
- name and legal address of the bank working out the document (as is the case);
- number of the document and conclusion date;
- names, addresses and fiscal codes /IDNO/IDNP of parties engaged in the respective operations. In case the primary documents are worked out for the banks internal purposes, these elements may be omitted;
- contents of the economic and financial transaction and legal background for its performance, as it may deem necessary;
- quantitative and / or value data related to conducted economic and financial transactions;
- name and surname (as is the case), readable signatures of persons authorized to perform economic and financial transactions and to conduct preventive financial control, as well as of persons authorized to approve relevant transactions;
- other elements aimed at ensuring complete registration of transactions in the primary documents.

The documents staying at the basis of relevant book entries may be assigned the title of primary documents only if including all the data provided in normative acts.

*(P.7 amended by the Decision of the CA of the NBM no.291 of 15.11.2007, in effect on 01.01.2008)*

8. The responsibility for the adequate elaboration of primary documents and data authenticity shall be placed on persons that worked out, signed, approved and reflected in bookkeeping the relevant documents as authorized by the bank manager.
Banks shall keep the primary documents that serve as basis for book entries of conducted transactions, as well as account books and shall make them available to relevant authorities.
The procedure of elaboration, terms of maintenance and transfer to bank's archive of primary documents shall be established following the manager's instruction as in accordance with provisions of normative acts.

*(P.8 para 1 amended by the Decision of the CA of the NBM no.324 of 27.10.2005, in effect on 04.11.2005)*

9. The registration of transactions in account books shall be made in chronological order, in compliance with the succession of primary documents, according to the date of conclusion or entry in the bank, with relevant reflection of thereof in synthetic and analytical accounts, as provided in account records, in accordance with the Chart of Accounts of Bookkeeping (hereinafter referred to as the Chart of Accounts).
Account registers represent mandatory accounting documents in which periodically, chronologically and systematically economic and financial transactions are registered based on primary documents.
Account registers shall be worked out along with conducted transactions. In the event that registers are generated in electronic form (hard disk), they shall be printed on paper basis, as it may deem necessary, and obligatory upon the request of the authorized bodies.
Economic and financial transactions subject to registration in account books shall be conducted in full compliance with provisions of normative acts.

*(P.9 amended by the Decision of the CA of the NBM no.291 of 15.11.2007, in effect on 01.01.2008)*

10. Banks shall perform the inventory of held patrimony over the operation period, in event of reorganization or ceasing of activity, as well as in any other circumstances provided in the normative acts.
Inventory shall have as purpose the establishment of the real condition of bank's patrimony and shall include all the patrimony elements, as well as goods held under any title, belonging to other legal entities or individuals.
Inventory shall represent the totality of transactions aimed at establishing the existence of all elements of assets and liabilities, in quantitative and value terms, as it is the case, as of the inventory date.
The inventory procedure shall be regulated by the normative acts of the Ministry of Finance.

11. The financial statements shall give a fair reflection of the patrimony condition, of the financial situation, of money flows, as well as of the bank's own capital.
The elaboration of financial and statistical statements represents systematized information with regard to economic and financial events and operations having impact upon the results of banks' activity.

12. The control over the reflection in bookkeeping of bank's transactions shall be performed by persons authorized to act so by the bank's manager.

*(P.12 amended by the Decision of the CA of the NBM no.324 of 27.10.2005, in effect on 04.11.2005)*

13. As in accordance with normative acts, the bank shall publish the information with regard to conducted financial activity.
Such information shall be directed to the users of bank's financial statements that are interested in bank's liquidity and solvability, as well as risks related to assets and liabilities registered in the bank's balance sheet.
The bank shall ensure the public access to the data provided in the normative acts in effect.

*(P.13 amended by the Decision of the CA of the NBM no.235 of 27.11.2008, in effect on 02.12.2008)*

*(P.13 para 3 amended by the Decision of the CA of the NBM no.324 of 27.10.2005, in effect on 04.11.2005)*

14. As in accordance with the legislation, the National Bank shall work out for banks as follows:

- the Chart of Accounts including the methodology norms on the use of bookkeeping accounts;
- templates of financial and statistical statements related to banking activity submitted to the National Bank of Moldova, as well as the procedure of elaboration and usage of thereof;
- recommendations on book entries of certain transactions conducted by banks;
- other normative acts related to accounting and bookkeeping.

*(P.14 amended by the Decision of the CA of the NBM no.297 of 15.12.2011, in effect on 15.12.2011)*

*(P.14 amended by the Decision of the CA of the NBM no.291 of 15.11.2007, in effect on 01.01.2008)*

*(P.14 amended by the Decision of the CA of the NBM no.169 of 29.06.2006, in effect on 07.07.2006)*

## Chapter II
## Organization of Accounting in Banks of the Republic of Moldova

*(chapt.2 amended by the Decision of the CA of the NBM no.324 of 27.10.2005, in effect on 04.01.05)*

### Organization of the accounting compartment

15. Accounting represents a regulated system implying the collection, registration and generalization of data on bank's assets, liabilities, capital, incomes and expenses, movement (modification) of thereof within the total, uninterrupted bookkeeping of all economic and financial transactions.

16. Accounting shall be divided into *financial accounting* and *reporting accounting*.
*Financial accounting* shall have as basis norms with regard to the organization and the bookkeeping thereof, as provided in normative acts, and shall represent a system of information collecting, classifying, processing and systemizing in relation to the existence and the movement of assets, capital, debts, incomes and expenses in value expression in order to compile financial statements both for own needs and for shareholders, tax bodies and other legal and physical persons.
*Reporting accounting* shall be organized by each bank depending on the peculiarity of own activities and needs, and shall represent a system of collecting, processing, preparing and transmission of the bookkeeping information with regard to costs planning and computing, budgets execution checking out and analysis with a view to preparing the internal statements for taking management decisions.

*(P.16 amended by the Decision of the CA of the NBM no.291 of 15.11.2007, in effect on 01.01.2008)*

17. The responsibility for accounting organization, bookkeeping and internal control of economic-financial

operations execution and registration in the accounting evidence shall belong to the management (executive body) of the Bank.
Under this scope, the management (executive body) shall ensure the establishment of all conditions for the following activities:

- ensuring the working out and the timely, complete and accurate submission of primary documents and of bookkeeping registers;
- organizing and ensuring the continuous bookkeeping from the moment of entity entering till the liquidation thereof;
- ensuring the collaboration and the observance of the accounting policy in accordance with the requirements of the Accounting Law and of Accounting Standards ;
- ensuring the implementation of the internal control system, including the stock-taking;
- compliance with norms related to the elaboration of financial and statistical statements;
- maintenance of primary documents and of account books;
- ensurance of reporting accounting organization as adjusted to bank's specific needs.

*(P.17 amended by the Decision of the CA of the NBM no.235 of 27.11.2008, in effect on 02.12.2008)*

*(P.17 amended by the Decision of the CA of the NBM no.291 of 15.11.2007, in effect on 01.01.2008)*

*(P.17 para 1 amended by the Decision of the CA of the NBM no.324 of 27.10.2005, in effect on 04.11.2005)*

18. The nominated chief accountant shall be responsible for as follows:

- control over the registration in accounts of all conducted economic and financial operations;
- elaboration of financial and statistical reports within set terms;
- submission of operative information to the bank management and other users, performing also other service duties as in accordance with normative acts in effect.

The chief accountant shall bear responsibility for the elaboration and fulfillment of methodological principles of accounting organization and may, as well, execute other vested functions within the field. The responsibilities of the chief accountant and of his/her subordinated staff shall be established as in accordance with legislative provisions in effect.

*(P.18 amended by the Decision of the CA of the NBM no.169 of 29.06.2006, in effect on 07.07.2006)*

*(P.18 amended by the Decision of the CA of the NBM no.324 of 27.10.2005, in effect on 04.11.2005)*

19. Banking accounting is organized on the basis of both synthetic accounts and analytical accounts.
Synthesis accounts shall provide a generalized reflection of transactions in money terms.
Analytical accounts shall provide a detailed reflection of means and sources in money and / or value terms.

20. Synthetic accounting represents the registration of data at overall bank level and reflects the financial-monetary flows determined by the activity of the bank's account holders, as well as the general flows related to bank's activity and serves as basic information in the elaboration of financial reports. The synthetic accounting is the main source of statistic data and the main tool to verify the authenticity and accuracy of financial reports' elaboration, as well as of statistic indicators reported by the bank.
Within synthetic accounting all the transactions shall be reflected exclusively in national currency.

21. The templates used within the synthetic accounting of the bank are as follows:

- daily situation of turnovers and balances in synthetic accounts (verification balance – daily);
- situation (monthly, quarterly, annual) of turnovers and balances in synthetic accounts (verification balance – monthly, quarterly, annual);
- other accounting registers provided in normative acts;
- other documents at bank's decision.

*(P 21 amended by the Decision of the CA of the NBM no.157 of 28.06.2007, in effect on 24.08.2007)*

22. The daily situation of turnovers and balances in synthetic accounts (verification balance) is an

accounting document that serves as basis for balance sheet elaboration. The verification balance includes the information on daily turnover by debit and credit positions, the initial and final balances in synthetic accounts and other data at bank's decision. The daily situation of turnovers and balances in synthetic accounts (verification balance) shall be signed by the manager, chief accountant or by authorized persons. The verification balance shall be worked out for balance and off-balance accounts (conditional and memorandum).

*(P.22 para 1 amended by the Decision of the CA of the NBM no.324 of 27.10.2005, in effect on 04.11.2005).*

23. The *(monthly, quarterly, annual) situation of turnovers and balances in synthetic accounts (verification balance – monthly, quarterly, annual)* shall be provided to accumulate debit and credit transactions for a certain reported time-period. The monthly, quarterly and annual verification balance must be prepare if it is necessity and shall be checked and signed in accordance with bank's internal procedures.

*(P.23 amended by the Decision of the CA of the NBM no.157 of 28.06.2007, in effect on 24.08.2007)*

24. The registers used by banks for the cash bookkeeping shall be worked independently in accordance with bank's internal procedures.

*(P.24 amended by the Decision of the CA of the NBM no.157 of 28.06.2007, in effect on 24.08.2007)*

*(P.24 amended by the Decision of the CA of the NBM no.324 of 27.10.2005, in effect on 04.11.2005).*

25. *Analytical accounting* is a chronological registration, based on primary documents concluded as in accordance with relevant requirements, of daily transactions of account holders, as well as of economic and financial operations related to bank's activity. Analytical accounts shall constitute the basic instruments of the financial and reporting control.

Analytical recording of transactions in foreign currency shall be kept in double evaluation: in foreign currency at face value and in the MDL equivalent at the official exchange rate of MDL against foreign currencies established by the National Bank of Moldova.

Analytical accounts opened against synthetic balance and off-balance (conditional and memorandum) accounts represent the basic form of analytical accounting within banks. Entries in analytical accounts shall be made exclusively on the basis of payment, accounting and cash documents concluded as in accordance with provisions of normative acts.

*(P.25 amended by the Decision of the CA of the NBM no.35 of 05.02.2009, in effect on 06.03.2009)*

*(P.25 amended by the Decision of the CA of the NBM no.169 of 29.06.2006, in effect on 07.07.2006)*

*(P.25 para 3 amended by the Decision of the CA of the NBM no.324 of 27.10.2005, in effect on 04.11.2005).*

26. The templates used in analytical accounting within banks shall be as follows:

— daily and / or monthly situation of turnovers and balances in analytical accounts (by executors);
— statement of account;
— other documents at bank's decision.

27. The *daily and / or monthly situation of turnovers and balances in analytical accounts* shall include the information on debit and credit turnover, as well as balances in all analytical accounts, date of previous operations, total by every synthetic account. This document shall be worked out for balance and off-balance (conditional and memorandum) accounts.
Executors responsible for servicing analytical accounts and the bank's chief accountant and other authorized persons shall sign the daily and / or monthly situation of turnovers and balances in *analytical* accounts.

*(P.27 amended by the Decision of the CA of the NBM no.324 of 27.10.2005, in effect on 04.11.2005).*

28. The *statement of account* shall be worked out for purposes of documenting operations registered in the holder's analytical account over a specified time-period (a day) and / or other time-period provided in the contact. The statement of account shall be issued to the account holder as in accordance with contract provisions. Statements of internal analytical accounts or of the account holders (in the situation in which the agreement among the parties doesn't stipulate otherwise), shall be attached payment, accounting, and

cash documents, which served as basis for entries in the analytical account.

*(P.28 amended by the Decision of the CA of the NBM no.235 of 27.11.2008, in effect on 02.12.2008)*

*(P.28 amended by the Decision of the CA of the NBM no.324 of 27.10.2005, in effect on 04.11.2005).*

29. The information included in the statement of account shall provide as follows:

- bank code;
- number of analytical account;
- period of operations' registration in account (previous and current);
- initial balance;
- correspondence accounts;
- number of document;
- type of document;
- debit turnover;
- credit turnover;
- total debit and credit turnover;
- final balance; other information at bank's decision.

Statements of account paper-based shall be stamped and signed by authorized persons that shall verify the compliance of data within primary documents with data within statements of account, the presence of attachments to statements, as well as the accuracy of thereof.

*(P.29 amended by the Decision of the CA of the NBM no.291 of 15.11.2007, in effect on 01.01.2008)*

*(P.29 amended by the Decision of the CA of the NBM no.169 of 29.06.2006, in effect on 07.07.2006)*

*(P.29 para 4 and para 11 amended by the Decision of the CA of the NBM no.324 of 27.10.2005, in effect on 04.11.2005).*

30. In the event that the account holder looses the statement of account, the duplicate of thereof shall be issued under the written permission of the bank's manager or of the authorized person, based on the relevant request of the account holder, duly signed by the bank's manager and chief accountant or by the authorized person.
The duplicate statement of account shall be applied the date of issue, shall be signed by the responsible executor and the chief accountant or authorized person and shall be stamped. The wording "*duplicate statement of account*" shall be placed in the upper part of the document. The duplicate shall be issued to the representative of the account holder against signature on request.

31. Within periods agreed with the bank (at end of reported year – mandatory) and stipulated in the contract concluded between parties *(on settlement and cash servicing),* the account holder shall confirm the balances indicated in the statements of account. In the event that the account holder fails to provide such confirmation or contestation of account balances within due contractual terms, the account balance shall be considered as confirmed.

*(P.31 amended by the Decision of the CA of the NBM no.169 of 29.06.2006, in effect on 07.07.2006)*

*(P.31 para 1 amended by the Decision of the CA of the NBM no.324 of 27.10.2005, in effect on 04.11.2005).*

32. The analytical accounting of assets shall be kept in their quantitative-value amounts.
To maintain the analytical accounting, banks shall use accounting registers, files, books, journals, which shall be kept on paper-basis or in other form (electronic, hard disk, etc.) in the event that banks use automated data processing systems.
Banks that process the accounting information in the electronic form by observing the accounting norms ensure the information storing and keeping in the electronic form and its printing on paper whenever it is necessary.

*(P.32 amended by the Decision of the CA of the NBM no.291 of 15.11.2007, in effect on 01.01.2008)*

*(P.32 amended by the Decision of the CA of the NBM no.169 of 29.06.2006, in effect on 07.07.2006)*

33. Within conducted activity, banks shall open, modify and close accounts for clients and for own activity. All opened bank accounts shall be mandatory registered in the Register of analytical accounts opened with the bank.

*(P.33 amended by the Decision of the CA of the NBM no.324 of 27.10.2005, in effect on 04.11.2005)*

34. Analytical accounts shall be opened on the basis of synthetic accounts as in accordance with the Chart of Accounts of the National Bank of Moldova and the Chart of Accounts within licensed banks of the Republic of Moldova, respectively for NBM and licensed banks.
Every bank shall decide the structure and parameters of analytical accounts individually, depending on general criteria and own needs.

*(P.34 amended by the Decision of the CA of the NBM no.35 of 05.02.2009, in effect on 25.03.2009)*

*(P.34 amended by the Decision of the CA of the NBM no.235 of 27.11.2008, in effect on 02.12.2008)*

*(P.34 para 1 amended by the Decision of the CA of the NBM no.324 of 27.10.2005, in effect on 04.11.2005).*

35. The opening, modification and closing of bank accounts for clients shall be regulated by normative acts worked out by the National Bank of Moldova, as well as the legislation in effect.

*(P.35 amended by the Decision of the CA of the NBM no.324 of 27.10.2005, in effect on 04.11.2005).*

36. Documents on account opening shall be verified by bank officers authorized to act so and shall be furtheron delivered to the bank's manager or other authorized person for purposes of examination and decision taking. Based on the positive decision on account opening request, the bank's responsible executor shall open the account and, as it may be the case, shall conclude the contract or other relevant documents, in line with the legislation in effect of the Republic of Moldova, as agreed between parties and shall register the account in the Register of analytical accounts opened with the bank. Bank's officers authorized to modify and close accounts shall conduct such transactions in compliance with the normative acts in effect.

*(P.36 para 1 amended by the Decision of the CA of the NBM no.324 of 27.10.2005, in effect on 04.11.2005).*

37. The documents submitted under the scope of account opening, as well as other relevant documents (confirmation of fiscal bodies on account recording, account modifications, etc.) shall be kept in the account holder's legal file. This file shall also include all the acts related to the client: the contract concluded between parties (on settlement and cash servicing), documents (including list of specimen signatures and stamp) that have lost their validity, etc.
The documents (including the list of specimen signatures and stamp) that have lost their validity shall be barred and a relevant notice shall be made.

*(P.37 amended by the Decision of the CA of the NBM no.169 of 29.06.2006, in effect on 07.07.2006)*

*(P.37 para 1 amended by the Decision of the CA of the NBM no.324 of 27.10.2005, in effect on 04.11.2005).*

38. The procedure of analytical accounts' opening for economic and financial operations related to ban's own activity shall be independently established by the bank in compliance with the normative acts in effect.

**Organization of operational activity on banking accounting**

39. The structure of the subdivision related to operational activity shall include groups (sections) responsible for accounts' managing, usually homogeneous in terms of economic contents. This subdivision shall be headed by the chief accountant or authorized person. The main participants of the operational activity related to banking accounting shall include responsible executors dealing with the conclusion, control of payment, accounting and cash documents and verification of reflection of bank operations in accounts.

40. The chief accountant or authorized person shall distribute, as well as further re-distribute the accounts by responsible executors by making relevant entries in the special register of recording of analytical accounts' distribution and re-distribution.

**Organization of the working day and of the banking documents' circuit**

41. The organization of the working day shall ensure the conclusion, in due time, of payment, accounting and cash documents, as well as the relevant reflection of thereof in bookkeeping in balance and off-balance (conditional and memorandum) accounts, by adequately working out the verification balance.
Banks shall independently determine the duration of the operational day. The operational day represents a

part of the working day, within which transactions with clients are concluded, as well as banking documents are received for purposes of transactions' reflection in bookkeeping. The program of the operational day shall be established based on the bank manager's disposition, shall be mentioned in the schedule of transactions' conclusion with clients and shall be posted on a visible place, if normative acts do not provide otherwise.

*(P.41 amended by the Decision of the CA of the NBM no.324 of 27.10.2005, in effect on 04.11.2005).*

42. The current accounting and the control over banking transactions shall be executed via payment, accounting and cash documents.
Payment, accounting and vault documents shall be concluded as in accordance with provisions provided in normative acts.
The templates provided in the Classified List of types of settlements and accounting documents within banking transactions shall be used to reflect all transactions in bookkeeping.

*(P.42 amended by the Decision of the CA of the NBM no.291 of 15.11.2007, in effect on 01.01.2008)*

*(P.42 amended by the Decision of the CA of the NBM no.169 of 29.06.2006, in effect on 07.07.2006)*

*(P.42 amended by the Decision of the CA of the NBM no.324 of 27.10.2005, in effect on 04.11.2005).*

43. Banks shall register transactions in foreign currency as follows:

1. transactions conducted over the operational day shall be registered in the account books of the reported day;
2. operations conducted beyond the operational day shall be registered in the account books of the reported day or the following day;
3. operations conducted during weekends / holidays shall be registered in the account books of the previous, reported or following day.

Bookkeeping of such transactions shall be kept at the official exchange rate of MDL against foreign currencies established by the National Bank of Moldova for the day following the transaction date. The bank shall establish the date of registration of foreign currency transactions in its account books through internal procedures as in accordance with para b) and para c).

*(P.43 amended by the Decision of the CA of the NBM no.35 of 05.02.2009, in effect on 06.03.2009).*

*(P.43 included by the Decision of the CA of the NBM no.324 of 27.10.2005, in effect on 04.11.2005).*

44. The organization of operational activity shall provide the establishment within the bank of the procedure of documents' passing through all processing stages. Relevant schedules of clients' servicing and of banking documents' circulation, duly approved by the bank's manager, shall be designed for such purpose.
All the banking documents received in the accounting department, including those received from bank's subdivisions, shall be subject to processing and reflection in bank accounts over the same operational day.

*(P.44 para 1 amended by the Decision of the CA of the NBM no.324 of 27.10.2005, in effect on 04.11.2005).*

45. Banking documents received after the expiration of operational day shall be reflected in bank account over the following operational day. The bank shall determine the order of banking documents' reception after the operational day expiration and shall stipulate such procedure in the relevant contact concluded between parties.

*(P.45 amended by the Decision of the CA of the NBM no.169 of 29.06.2006, in effect on 07.07.2006)*

*(P.45 amended by the Decision of the CA of the NBM no.324 of 27.10.2005, in effect on 04.11.2005).*

46. Following the reflection of book entries executed based on banking documents, the first copies of thereof shall be filed in daily documents and the others shall be distributed as in accordance with normative acts.

**Automated processing of banking information**

47. The automated processing systems should, at any time, allow reconstituting the accounts' elements and contents, the information subject to verification, proceeding either from incoming data or, in the opposite order, from the accounts' synthetic contents, or other information that may serve as basis for determination

of incoming data.
Information bookkeeping systems shall ensure adequate control measures related to access to data, separation of functions assumed by executors, system administrators, etc. Security mechanisms shall ensure the mitigation of possibilities to visualize and modify the documents after the input of thereof in the system.

48. Information conclusion order and contents shall be explicitly defined and adequate control measures shall be ensured within the input phase in order to minimize possible errors. All the documents within the accounting information system shall be registered in chronological order, providing the identification of the executor generating the document and of persons authorizing the documents.
Any information registered in the bookkeeping system shall be based on primary documents in line with provisions of effective normative acts; these primary documents may be submitted, upon request, to bank's clients and / or relevant bodies if such act is provided in the legislation.

*(P.48 para 2 amended by the Decision of the CA of the NBM no.324 of 27.10.2005, in effect on 04.11.2005).*

49. All the events occurring in the system shall be adequately registered for purposes of ensuring the performance of a further eventual control. To ensure system continuity, relevant special procedures shall be implemented aimed at ensuring the integrity and confidentiality of processed data within all processing stages, including data stocking, but also data recovery under exceptional breakdown events.

## Chapter III
## Internal Banking Control

50. Internal control within accounting implies the supervision of accuracy of financial and material means' usage and reflection, of adequate documents' circulation as in accordance with internal rules and legislative provisions, as well as of the existence and execution of internal control procedures for purposes of ensuring the authenticity of data reflected in account books.

51. The bank's manager shall nominate the persons responsible for internal control performance within accounting following relevant order or personal disposition.

52. Internal control shall include prior, current and further controls.
The *prior* control shall imply the control of bank's transactions from the viewpoint of accuracy and authenticity of data included in primary documents that serve as basis for the performance of transactions reflected in payment, accounting and cash documents.
The *current* control shall imply the hierarchal control over: the procedure of account holders' servicing; documents' circulation; verification of accuracy within conclusion of payment, accounting and cash documents; procedure of bank transactions' recording; correct conclusion of statements of account and existence of attachments to thereof; procedure of special regime templates' usage; etc.
The *further* control shall imply the systematic control over: account recording and documents' circulation; legality and accuracy within conclusion of payment, accounting and cash documents related to banking transaction reflected in banking registers; as well as accurate reflection of such transactions in account books.

*(Sub-chapter 1 amended by the Decision of the CA of the NBM no.324 of 27.10.2005, in effect on 04.11.2005).*

### Correction of erroneously concluded book entries

53. Erroneously concluded book entries shall be corrected following the permission of the chief accountant or of the authorized person by reversing the incorrect entry in the basis of correction documents – the accounting note concluded based on primary documents. Corrections shall be recorded in the day when traced out. The correction of erroneous book entries that need the writing off of means from clients' accounts shall be conducted as in accordance with provisions of normative acts.

54. Correction documents shall be worked out in four copies, of which the first copy shall serve to make relevant corrections in account books and shall be filed together with daily documents; the second and third copies shall be used as attachments to statements of account; and the fourth copy shall be kept in the file of

orders or other file kept by the chief accountant or the authorized person.

55. Primary documents that served as basis for the conclusion of correction documents shall be kept in the daily documents together with the first copy of the correction document.
In the statement of analytical account, the wording "Reversing" shall be indicated against the incorrect entry, the amount of which has been further reversed, providing the date of correction registration and the number of correction documents. The wording shall be legalized by the chief accountant or the authorized person.

*(P.55 amended by the Decision of the CA of the NBM no.169 of 29.06.2006, in effect on 07.07.2006)*

## Chapter IV
## Maintenance of Documents

### Maintenance of banking documents

56. Payment, accounting and cash documents concluded as in accordance with normative acts shall be maintained in conformity with legislative provisions.

*(P.56 amended by the Decision of the CA of the NBM no.324 of 27.10.2005, in effect on 04.11.2005).*

57. The bank's manager shall bear the responsibility for adequate organization and maintenance of accounting documents.
Since the opening of relevant files of banking documents and until the transmission of thereof to the bank's archive, the files shall be held within the accounting department. The files with banking documents shall be held in working offices or bank's special archive rooms endowed with relevant means for documents' storing, ensuring protection from degradation, destruction or embezzlement.

*(P.57 amended by the Decision of the CA of the NBM no.291 of 15.11.2007, in effect on 01.01.2008)*

58. The procedures related to the temporary storing of documents within the bank's office and to the selection of banking documents subject to storing, destruction, and archiving in the accounting department shall be regulated by the Template Instruction on secretariat activities within specialized central public administration and local self-administration bodies of the Republic of Moldova, approved following Government Decision no. 618 of 05.10.93.
Files with banking documents shall be transmitted to the bank's archive as in accordance with the established relevant schedule, worked out by the responsible archive officer.

59. The terms of banking documents' storing shall differ depending on the category and destination of thereof. Banking documents shall be stored in the archive as in accordance with the Indicator of template documents and of terms of storing of thereof established for bodies of public administration, institutions, organizations and enterprises of the Republic of Moldova of 03.12.97.

60. The type-templates of special-regime primary documents shall be held and used as in accordance with the Instruction on recording, issue, holding and usage of type-templates of special-regime primary documents, approved following the Decision of the Government of the Republic of Moldova no. 294 of 17.03.98.
The functions and obligations of the person responsible for recording, holding, issue and conclusion of special-regime templates shall be confirmed following the order of the bank's manager.

See also

Tags
Accounting [1]
assets [2]
liabilities [3]
banking documents [4]
internal banking control [5]

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